



## ARMA Utah – Salt Lake Chapter Board Meeting Minutes

2010 – 2011 Strategic Planning Meeting

August 19, 2010

Zions Bank Building

Roll Call consisted of the following:

David Fleming,	Past President & Region Coordinator
Marcie Fujikawa,	President
Lauren Nathanson,	Vice President
Kathleen Swapp,	Treasurer
Andrea Romanczyk,	Secretary
Ryan Stock,	Public Affairs Director/Corporate Liaison
Jason Belnap,	Membership Director
Jenifer Kizziar,	Historical Committee Chair
Tracy Hansen,	Hospitality Chair
Tom Benson,	Awards Committee Chair/Chapter Member of the Year

### 1. Call to Order

The Strategic Planning Meeting/Board Meeting was called to order at 10:20 a.m. by Ms. Fujikawa.

### 2. Introductions

Each of the By-Laws “Officers and Duties” descriptions were read, and the corresponding board members introduced themselves for the benefit of the new members.

### 3. Review Mission Statement and Vision Statement

#### a. Mission Statement

1. To advance the professional practice of Records and Information Management by consistently offering high quality educational & networking opportunities.

#### b. Vision Statement

1. Recognition as the premier resource for Records and Information Management (RIM) professionals in the Mountain West

#### 4. Set Goals for 2010-2011

The goals for 2009-2010 were reviewed, and it was stated that the Chapter had a phenomenal and exciting year, meeting the goals that had been set. It was also noted that a very strong application had been submitted to ARMA International for the Chapter of the Year award. In addition, the chapter submitted for the Web Site of the Year Award and completed the required submissions of the Chapter Update and IRS 990 forms by their respective due dates.

The meeting was then opened for discussion and suggestions for the upcoming 2010-2011 goals:

1. Focus on Mission and Vision Statement;
2. To increase the net membership of the Chapter by five people;
  - a. Increase attendance at chapter meetings, with a goal of 40% membership attendance;
  - b. One – two visitors at each chapter meeting, increasing prospective new membership;
  - c. Marketing to a new, younger generation, increasing focus on student recruits.
3. Getting the Chapters records under control;
  - a. Focus on collecting and organizing Chapter history.
  - b. Create an oral and/or pictorial history of the Chapter.
    1. Conduct interviews with prior and current chapter members via telephone and in-person Interviews; chapter meetings and a luncheon were discussed as means to conduct these interviews. Videography was also discussed for both a historical history and annual history account.
  - c. Separation of Chapter records from historical records.
  - d. Convert all records and archives to electronic storage format.
4. Begin planning of the 2012 Seminar;
5. Find a non-profit organization, and help them with a records related project as one of the year's service projects.
6. Apply for the Chapter of the Year, and Web Site of the Year awards.

#### 5. Review By-Law changes

A red-lined version of the By-Laws was reviewed by the board members; Items defined, updates and housekeeping changes were discussed. A red-lined version, if approved by the Board, will be sent to ARMA International for approval, and then will be voted on by the Chapter.

Ms. Fujikawa made a motion to approve the By-Law changes.

Mr. Fleming suggested that the motion be withdrawn, and the vote deferred until two items needing further information and discussion are completed.

Ms. Fujikawa withdrew the motion, and made a motion to defer the vote until the next board meeting.

Mr. Stock 2<sup>nd</sup> the motion.

Call vote taken

All Ayes

Motion carried

## 6. Chapter Branding

### a. New Logo

A new logo, with a stylized beehive, was introduced this year to replace the 30 year anniversary of logo used by the chapter last year. The new design was created by Kent Curtis of Utah Valley Records Management. Discussion was held regarding using this new logo immediately; Mr. Fleming stated that before the logo is used, a release of copyright should be obtained and ownership rights be released to the Chapter.

Mr. Fleming moved to approve the new logo for immediate use, conditional upon receiving the required ownership and copyright releases from Kent Curtis/Utah Valley Record Management.

Ms. Romanczyk 2<sup>nd</sup> the motion.

Call vote taken

All Ayes

Motion carried

## 7. Financial Report

### a. Audit Report

Ms. Swapp passed out a written report from the Audit Committee and reviewed the Summary, Findings and Concerns with the Board. This report will be posted to the web site, and sent out to members.

The Audit Committee is working on moving funds not required for day to day operations to an interest bearing account to be used for a "rainy day/scholarship" fund.

The question was raised as to whether or not disbursements over \$500.00 should be under some type of additional control method.

It was recommended that any action on these suggestions be tabled until a recommendation from the Treasurer can be received.

### b. Budget

Ms. Swapp presented the Board with the financial report and balance sheet for Fiscal Year 2010-2011; The Board reviewed and discussed each line item and proposals and corrections were made to the proposed budget.

Mr. Fleming made a motion to approve the current budget with changes.

Ms. Kizziar 2<sup>nd</sup> the motion.

Call vote taken

All Ayes

Motion carried

## 8. Chapter Records & Archives (History)

Mr. Fleming made a motion to defer this agenda item to the next Board Meeting.

Ms. Kizziar 2<sup>nd</sup> the motion

Call vote taken

All Ayes

Motion Carried

## 9. Program Themes, Schedule, Venues

Ms. Nathanson led a discussion of potential educational programs and venues were discussed for the 2010-2011 chapter meetings. A tentative schedule of dates and venues was agreed upon:

<b>Date</b>	<b>Location</b>	<b>Program</b>	<b>Speaker</b>
09/16/10	Zions Bank	MER Conference Recap	Craig Young
10/21/10	Utah State Archives	Tour of Facility	TBD
11/18/10	Zions Bank	Generally Accepted Record Keeping Practices (GARP)	David Fleming
12/16/10	TBD	Holiday Social	N/A
01/20/11	Zions Bank	CRM Certification: Candidacy and Certification Explained (Why YOU should become a CRM!)	Lauren Nathanson
02/17/11	Family History Library	Tour of Facility	N/A
03/17/11	Zions Bank	Morning Workshop /Topic TBD	
04/21/11	Orem City	Getting the Most out of ARMA (Spotlight) "Oh My Tech!"; Newest Technologies in Records Management	TBD
05/19/11	Ogden Utah	Record Management for Municipalities	Cindy Mansell
06/16/11	TBD	Closing Social and Awards	N/A

Mr. Fleming will request reservations for meeting space for dates when the Board agreed to hold chapter meetings at the Zions Bank Building.

Ms. Nathanson will draft a formal meeting schedule and confirm speakers.

## 10. Membership Report

Given the fact that significant discussion was held regarding membership goals, Mr. Fleming made a motion to defer this agenda item to the next Board meeting.

Ms. Romanczyk 2<sup>nd</sup> the motion

Call vote taken

All Ayes

Motion Carried

## Additional Comments/Discussions

1. There was a brief discussion of the previous suggestion of adding the position of Web Master to the Board. As changes to the structure of the Board three years ago removed this position from the governing body and the current Web Master took the position because it enabled her to volunteer her services to the chapter without the requirement to be present at all meetings; it was recommended that discussion on this item is tabled for the time being.

Mr. Fleming made the motion to table the discussion.

Ms. Swapp 2<sup>nd</sup> the motion.

Call Vote taken

All Ayes

Motion Carried

2. Ms. Swapp presented a new Income & Expense Tracking Form to the Board that can be uploaded as an Excel spreadsheet to the web site. If approved, the form will be forwarded to Ms Fujikawa to have the new header replaced on the form, and Ms. Denning will post to the web site.

Mr. Fleming made a motion to approve the form.

Ms. Nathanson 2<sup>nd</sup> the motion.

Call Vote taken  
All Ayes  
Motion Carried

3. Ms. Fujikawa discussed the benefits of the ARMA International Web site, and the Board was shown examples of some of the information, leadership materials, and strategic planning resources that are available to members.

She also noted that Board Members have access to the Leadership Courses and certifications available on the web site through the Leadership Academy and encouraged the members to take advantage of those resources.

Due to time constraints, further discussion on the remaining agenda items were deferred to future meetings:

- ARMA International Awards Applications
- Strategic plan – Review/Update
- ARMALeadership.org 30 min during planning / Chapter connections
- CRM Candidate Support
- Teleconference meetings
- Seminar Conference Chair
- Audit Committee Chair

**Meeting Adjourned at 4:00**