



## ARMA Utah – Salt Lake Chapter Board Meeting Minutes

May 16, 2011  
Ogden Municipal Offices  
2549 Washington Blvd. #210  
Ogden, Utah

Roll Call consisted of the following:

Marcie Fujikawa,	President
Lauren Nathanson,	Vice President- via Teleconference
Kathleen Swapp,	Treasurer
Andrea Romanczyk,	Secretary
Ryan Stock,	Public Affairs Director/Corporate Liaison
Jason Belnap,	Membership Director
David Fleming,	Past President & Region Coordinator
Tracy Hansen,	Hospitality Committee

### 1. Call to Order

The Board Meeting was called to order at 1:20 p.m. by Ms. Fujikawa.

### 2. Approval of Board Meeting Minutes of April 15, 2011

Mr. Fleming made a motion to approve the minutes; motion was seconded. Call vote taken, all Ayes.

### 3. “Confirmation of email votes since last meeting”

None

### 4. Program Update:

#### 1. Closing Social:

The closing social will be held at Sonora Grill in Ogden, and details will be e-mailed to the members in the coming week.

## 2. Interface Conference:

Ms. Nathanson stated that she was approached by an organization called "Interface" who does a yearly conference here in Salt Lake City; they offered the chapter a donation of \$25.00 per attendee, for any member or referral who attends the conference, free of charge. This is a technology based conference held on July 28, 2011, and is supported by vendors. They would like to have someone from ARMA involved in the planning of it, the advisory council, etc. They have a yearly meeting in June, and although it is a little late to get into the planning this year, they invited the chapter to attend. They also offered ARMA a free booth at the conference, if the chapter would like to use it for membership recruiting.

Ms. Nathanson feels that this would be a great collaboration effort, and suggested that the chapter send out an e-mail to the members that as a benefit of being an ARMA member, they may attend this conference for free. Ms. Nathanson went over the itinerary for the conference, and feels that there will be relevant information for the members, although it is a bit more technology-oriented.

Ms. Nathanson asked the chapter if this is something that they would be interested in pursuing, adding that this may be a good way to network with more technical members as well. After discussion, the Board agreed that this would be a good opportunity for the chapter and its members. An e-mail will be sent to the members to inform them that this is a chapter event.

## 5. Treasurers Report:

The Treasurer's financial report was distributed to the Board members for review, which included the final budget for the workshop. She noted that the Department of Finance had some incorrect information on the Chapter's Name and T.I.N. number, which has been corrected and sent in to them.

Mr. Belnap made a motion to approve the Treasurer's report. Motion was seconded. Call vote taken, all Ayes.

## 6. Membership Report:

Mr. Belnap stated that the membership is now at 60 members, and are waiting on two renewals; additionally, there are two more potential members pending. He will also send invitations for membership to the area City Recorders and Municipal Clerks.

Mr. Fleming stated that due to the economy, several people are paying for membership out of their own pockets, and suggested that the chapter set up a scholarship fund- possibly for two scholarships in the amount of \$100.00 each- to assist towards membership. No definitive decision was made on this.

## 7. Chapter Goals

### 1. Elections:

Ms. Romanczyk stated that 19 ballots have been returned, 18 from verified members, and one from a non-member. Mr. Belnap will send out a final reminder notice to the members to return ballots prior to the June 5, 2011 deadline.

2. Chapter Awards:

Mr. Stock stated that the nominations for chapter awards has been unanimous, other than the award for Special Services to the Chapter; there are two nominees for this, and both deserve the award. The Board decided to give two awards for this category this year. The Awards will be presented to the following people at the Closing Social:

Special Service to the Chapter:	Jennifer Kizziar, and Pat Denning
Partner Organization of the Year:	Zions Bank
Chapter Member of the Year:	Tracy Hansen
Chapter Leader of the Year:	Kathleen Swapp

**8. Other Business:**

Regional Coordinator Visit:

Mr. Fleming reviewed the information that was sent to the Board, via email, for the upcoming Regional chapter visit, asking for input on the information that he will be putting in the formal report to the Region Board on what the results of his visit(s). Once the final version is drafted, he will send it out to the board members for review.

**Meeting adjourned at 2:35 p.m.**