



## Utah - Salt Lake Chapter Board Meeting Minutes Thursday, September 18, 2008

**Attendees:** Virginia Loader, President; Sue Richey, Treasurer; David Fleming, Vice President; Brent Egbert, Government Liaison; Lauren Nathanson, Public Affairs Director; Daryle Bartholomew, Hospitality Liaison; Tom Benson, Corporate Liaison; Marcie Fujikawa, Historical Committee Chair; Rori Andreason, Past President; Deidra Lashley, Secretary; Brian Winterowd, AIIM Intermountain Chapter President

1. Call to Order at 12:53 pm by Virginia Loader
2. **Decision:** Half Day Joint AIIM/ARMA Workshop March 19, 2009 in the Zions Bank Founders room - proposed by David Fleming and Brian Winterowd. AIIM will provide speaker and program; ARMA will provide facility and lunch. Topic will be Sharepoint. David will participate on planning committee with AIIM reps  
**Action Item:** David will make arrangements for a full breakfast and snack during a program break.
  - Fee? \$75 for member/ \$100 for non-member
  - How do we Split Funds? Reserved for future planning meeting
3. **Action Item:** On-line Leadership Academy. Virginia Loader wants all eligible board members to take this course. Virginia will forward email with details.
4. ARMA International – Las Vegas
  - Who is attending? Everyone except Rori and Brent.
  - **Action Item:** Virginia will locate venue for a Chapter dinner in Las Vegas on Wednesday night, October 22nd. Each attendee will pay for their dinner.
  - Silent Auction Donation for Las Vegas? For ARMA Education Foundation. Virginia suggests both Silent Auction donation and monetary donation.
  - Ideas? Lauren suggested donating art (like a photograph print from a local artist), cookbooks,
    - **Action Item:** email membership for additional donation suggestions
  - How much \$? Donation not to exceed \$100.
    - **Action Item:** Virginia will purchase Silent Auction donation with debit card
5. Chapter Financial Report given by Sue Richey
6. Proposed Budget for 2008-2009 reviewed by Sue Richey with input from the board.
  - **Action Item:** Sue will draft budget for approval at November Board Meeting.
7. Financial Procedures: David Fleming **moved** to approve the proposed Financial Procedures. Sue Richey **seconded** the motion and the motion carried to approve.
8. Approval of Planning Meeting Minutes 08-14-08 Assignments:

- Virginia Loader **moved** to approve Board Meeting Minutes from August 14, 2008. Rori Andreason **seconded** the motion and the minutes were approved as written.
- Meeting Schedule and Venues – David Fleming, discussion scheduled for November Board Meeting
- Proposed Bylaw Amendments – David Fleming, discussion scheduled for November Board Meeting
- Article 4 Section 6 Duties and Responsibilities as they apply to Chapter Financial Management – David Fleming, Sue Richey, discussion scheduled for November Board Meeting
- Organizational Name Change – David Fleming/Tom Benson says it is in the works they have accepted revised version
- Action Items from Planning Meeting – David Fleming and Deidra Lashley handed out list of action items from August Board Meeting
- **Action Item:** Ideas for Reinvesting Chapter Funds – Sue Richey and David Fleming will recommend a monetary amount to invest after Chapter Budget is approved
- Chapter Newsletter – Lauren Nathanson, discussion scheduled for November Board Meeting
- Chapter Information Packet – Lauren Nathanson, discussion scheduled for November Board Meeting
- Website Sponsor Recruitments – Lauren Nathanson/David Fleming Vendor website logo with link \$200 donation from vendor.
  - Craig Young **moved** to front Iron Mountain the logo on our Chapter website with link. Also, additional sponsors will be charged \$200 for their logo and link to be featured on the Chapter website. Rori Andreason **seconded** the motion and the motion carried to approve.
- Free Website Hosting – ARMA Pacific Region – Chris Calton, reported in writing that Pacific Region will host for free, current year with Go-Daddy already paid for will switch next summer
- Website Library – (Marcie to touch base with?) Jason Belnap – Discussion scheduled for November Board Meeting
- Status of Chapter History/Photographs – Marcie Fujikawa:
  - **Action Item:** Archive historical memorabilia as received from ARMA Utah-Salt Lake Chapter members.
  - **Decision:** Board unanimously approved \$600 for purchase of new digital camera for the Chapter
- Government – State Records Committee – Scott Whitaker:
  - **Action Item:** Brent Egbert will meet with Scott Whitaker and report back to the board at November Board meeting.
  - **Action Item:** Utah League of Cities and Towns Spring Conference: Virginia wants to set up a table with membership information.
- **Action Item:** Review and Update Board Member Job Descriptions – Board Members
- Christmas Lunch – Mimi’s in Sandy – December 18 – 11:30 to 1:00 p.m.
  - **Action Item:** Daryle to extend our reservations to 1:30 p.m.

9. **Action Item:** Interest Survey Results – Craig Young will email results by next Wednesday
10. President Gifts – Rori Andreason: **Decision:** Gift to outgoing Past President rather than outgoing President
11. Pay Pal Account – Do we want to use for Meeting payments? David Fleming **moved** to defer this discussion until November board meeting. Rori Andreason **seconded** this motion and it was carried to approve.
12. Other Matters
- Brian Winterowd suggested we have joint meeting in April in Utah County Orem with ARMA and AIIM (tour water conservation district)
  - Service Project? Free Shred day. On a Saturday. Have Board Members present to hand out promotional items (\$500 budget)
  - Shirt with ARMA Utah Logo. One for each Board member and enough to sell to members
  - **Action Item:** Company store, Scott Whitaker has supply of Chapter Items for sale. Lauren will be in charge
  - **Action Item:** Deidra Lashley/Sue Richey to meet with Greater Los Angeles President (Pacific Region) at leadership about PayPal
  - All action items need to be completed by November board meeting.
  - **Decision:** Non-members will be charge \$10 for meetings with lunch. (we could put revenue towards education fund). Non-members will not be charged for their first meeting.
  - **Action Item:** David Fleming and Sue Richey to meet and discuss anticipated Chapter Revenue from vendor sponsorships and Chapter fundraisers.
13. Next Meeting – November 20<sup>th</sup> -
14. Tom Benson **moved** that the meeting adjourn at 2:16. Motion was **seconded** by all in attendance.