



Utah - Salt Lake Chapter Board Meeting Minutes **Thursday, January 15, 2009**

Attendees: David Fleming, Vice President; Sue Richey, Treasurer; Lauren Nathanson, Public Affairs Director; Daryle Bartholomew, Hospitality Liaison; Marcie Fujikawa, Historical Committee Chair; Deidra Lashley, Secretary; Brent Egbert, Government Liaison; Chris Calton, Webmaster Liaison; Rebecca Spear, guest

- 1. Call to Order by David Fleming at 1:09 pm**
- 2. Board Minutes from November meeting approved noting change to adjournment, carried**
- 3. Treasurers Financial Report / Budget Review and Approval – Sue Richey**
 - **Sue Richey to work with Craig Young to understand membership funds and expected renewals**
- 4. AIIM/ARMA Workshop Update – David Fleming**
 - **Sponsorship goal & update**
 - **Dan Hamilton is the Chair**
 - **\$6000 in sponsorship committed**
 - **Goal is to supplement Chapter income**
 - **Revenue Split**
 - **Based on vendor recruitment**
 - **ARMA is at 30%**
 - **Lauren Nathanson is going to try to recruit more vendors**
 - **ARMA Responsibilities**
 - **Financial plan proposal – Sue Richey, David Fleming**
 - **Vendor invoices – Sue Richey, David Fleming**
 - **Open a separate account to manage workshop funds – David Fleming**
 - **Next Steps**
 - **Looking for Microsoft representative to speak at the workshop**
 - **Registration Web Site**
 - **Chris Calton to get with Michael Miles to get Workshop flyer to post on the Chapter website**
 - **Weekly Committee Meetings – Conference call Mondays 2:00 pm**
 - **David Fleming, Sue Richey, Lauren Nathanson to attend each week**
- 5. Membership Update – Craig Young**

- Craig Young not in attendance, Deidra Lashley asked to request membership update via email to add to minutes.
6. **Action Item Updates:**
- **Outstanding**
 - **Pay Pal Account –**
 - Chris Calton to send set up existing Pay Pal account and provide information to David Fleming
 - Contact Pay Pal and switch authorized users to Sue Richey and David Fleming
 - **Proposed Bylaw Amendments – David Fleming**
 - Article 4 Section 6 Duties and Responsibilities as they apply to Chapter Financial Management
 - Discussion deferred until next board meeting
 - **Investment of Chapter Funds – Sue Richey**
 - Research highest CD rate for a two year term
 - **Chapter Newsletter—Lauren Nathanson**
 - Needs content has been sitting 75% complete for three months
 - David Fleming will write a half page Presidents message
 - Treasury report by Sue Richey
 - Includes beginning balance, income, expenses, ending balance
 - Small summary of chapter investments
 - Summary of monthly chapter meeting
 - Electronic format
 - Marcie Fujikawa volunteered to be co-editor
 - Marcie Fujikawa to write a blurb about this date in Chapter history and provide picture(s) (past or present)
 - **Chapter Information Packet – Lauren Nathanson**
 - Deadline set for March 2009 to have available for Seminar
 - **Review Chapter Goals**
 - **Review and Update Board Member Job Descriptions – Board Members**
 - Discussion deferred until next board meeting
 - **Online Leadership Academy Completion**
 - Marcie Fujikawa and Sue Richey are in process of completing the Academy
 - Lauren Nathanson has completed the Academy
 - **Status of Chapter History/Photographs – Marcie Fujikawa**
 - Marcie to talk to Sonya Kintaro, Bruce Bailey, Tom Benson to interview and gather chapter history information
 - **Website Library – Jason Belnap?**
 - No progress to date
 - **Government – Discuss ideas with Scott Whitaker – Brent Egbert**
 - Brent Egbert created an introductory letter to be sent to non-ARMA members of the government and business

community inviting them to a local chapter meeting and informing them of the benefits of membership.

- **Introductory letter is great to help a potentially declining chapter membership**
 - **Chapter budget allows for \$100 for postage (approximately 250 contacts)**
 - **Possibly use the “Friends of ARMA” list and David Fleming’s Vendor List.**
 - **Company Store – Lauren Nathanson**
 - **No progress, discussion deferred until next board meeting**
 - **Make t-shirts available to the membership**
 - **We need to take note of all attendees to our Chapter Meetings**
 - **Add Chapter Financial Procedures to the Chapter website**
7. **Next Meeting – February 19, 2009 – Riverton City**
8. **Adjourn**
Lauren Nathanson moved to adjourn at 2:10 pm, carried