



ARMA Utah Salt Lake Board Meeting Agenda  
January 22, 2010  
Conference Call: 888-742-8686, ID 8119847

**Attendees: David Fleming, President; Marcie Fujikawa, Vice President; Sonya Kintaro, Past President; Sue Richey, Treasurer; Lauren Nathanson, Public Affairs Director; Deidra Lashley, Secretary. Absent: Craig Young, Membership Director. Guest: Tamara Grant.**

1. David called meeting to order at 2:03 pm
2. David moved to approve Minutes from Strategic Planning Meeting, September 24, 2009 and November 19, 2009 board meetings. Sue seconded the motion, all approved, motion carried.
3. Chapter Goals Reviewed
  - a. Lauren to call a Chapter of the Year Committee meeting. Also need to recruit more committee members.
  - b. Retain membership / Reach out to potential members deferred until next meeting
  - c. Successful leadership conference July 14, 15, 16, and 17, 2010
    - Establish committee
    - Chapter Responsibilities, financed by Chapter budget:
      1. Goody Bags – Local Flavor
        - a. Solicit donations from local businesses and tourism board
      2. Copying conference hand outs
      3. Registration Table Volunteer
      4. Plan Friday Night Event
        - a. Cost target \$25 - \$40
        - b. Marcie will research event options for Region Leaders to consider in March
    - Need sponsorship at the \$250 range
    - Want to provide online registration
      1. Pay online with charge card or PayPal
    - David moved to reduce promotional budget by \$500 and move the \$500 to sponsor the Regional Leadership Conference. Deidra seconded the motion, all approved, motion carried.
    - Confirmed sponsorships from Access Information and Iron Mountain
4. Financial Report reviewed (spreadsheet attached)
  - a. David would like to discuss devoting half of the Chapter's income towards next years budget. Further discussion deferred until June.
5. Membership Report deferred until February meeting

6. Public Affairs / ICRM Report
  - a. Not discussed
7. Reviewed Meeting Schedule all meetings for the rest of this Chapter year are planned.
8. Seminar Update
  - a. Sonya is working with Pat to put registration information on the website
9. Website Update
  - a. Not discussed.
10. Chapter of the Year Application / Committee Appointment
  - a. Lauren to call a Chapter of the Year Committee meeting. Also need to recruit more committee members.
  - b. Narrative Due June 1, 2010
11. Service Project Ideas
  - a. Need a new project
  - b. Will postpone service project until later date. Date to be determined during February Board meeting
12. Hospitality / Awards not discussed
13. Nominating not discussed
14. Corporate Liaison not discussed
15. Government Liaison not discussed
16. Other Action Items not discussed
17. David moved to adjourn the meeting at 3:10. Motion seconded by Sue. All approved motion carried.