



Utah - Salt Lake Chapter Board Meeting Minutes
Thursday, November 20, 2008

Attendees: David Fleming, Vice President; Sue Richey, Treasurer; Lauren Nathanson, Public Affairs Director; Daryle Bartholomew, Hospitality Liaison; Tom Benson, Corporate Liaison; Marcie Fujikawa, Historical Committee Chair; Deidra Lashley, Secretary; Craig Young, Membership Director (attended via telephone conference call)

- 1. Call to Order by David Fleming at 1:15 pm**
- 2. Board Minutes from September meeting approved, carried**
- 3. Treasurers Financial Report / Budget Review and Approval – Sue Richey**
Budget approved with the idea that unused funds from Las Vegas will be reallocated to the chapter meeting budget and additional reallocation will be determined at a later date, carried.

4. AIIM/ARMA Workshop Update – David Fleming

- Theme: Sharepoint 2007 Solutions for Document Management**
- Full Day at Larry H. Miller Campus in Sandy**
AIIM will invite a contact from Microsoft to be the keynote speaker. There will be two or three choices for two or three break out sessions with hopes to attract more attendees

AIIM and ARMA need to agree on a budget. Any income should be documented in the budget. Sue would like to have a special account for this event so there will be no commingling of funds

Lauren offered to research online portals to process all payments. Ideally we need a portal that will accept multiple forms of payment.

- Sponsorship goal & update**
Sponsorship Goal \$10,000: \$4000 confirmed, \$3500 in prospects
- Revenue Split**
AIIM and ARMA to split proceeds based on percentage of sponsorship
- ARMA Responsibilities**

ARMA will participate in marketing and advertising; manage meals, logistics, exhibitors, registration and finances

- **Committee volunteers needed**
Sue volunteered to be the financial manager of the event. David would like Lauren's participation in a committee

- 5. December Social: Mimi's South Towne Mall Thurs Dec 18 11:30 to 1:30**
Daryle will pick four or five entrees for guest to choose between upon arrival. We will have a semi-private area within the restaurant.

- 6. Action Item Updates:**
 - **Completed**
 - Meeting Schedule and Venues – David Fleming
 - Organizational Name Change – David Fleming/Tom Benson
 - Action Items from Planning Meeting – David and Deidra
 - Website Sponsor Recruitments – David Fleming
 - Check into Pacific Region Website Hosting – Chris Calton
 - Financial Procedures – Sue Richey
 - Chapter History - Camera Purchase
 - Chapter Revenue Discussion – Sue Richey/David Fleming

 - **Outstanding**
 - **Pay Pal Account – Do we want to use for Meeting payments?**
 - Lauren suggested using other vendors (Google checkout) for electronic payments. She and Marcie will research

 - **Proposed Bylaw Amendments – David Fleming**
 - **Article 4 Section 6 Duties and Responsibilities as they apply to Chapter Financial Management**
 - Tom will assist David in completing this task

 - **Ideas for Reinvesting Chapter Funds – Annette/Sue**
 - Chapter will invest \$5000 in a high rate CD on a 2 year term in an institution to be named later, carried. Talk further about a percentage amount from fund raising efforts to add to this investment. We may want to use interest earned to fund a scholarship.

 - **Chapter Newsletter – Lauren Nathanson**
 - To include mini chapter balance sheet feature (bottom line items) need chapter or board member to do some contributing pieces, a leader message

 - **Chapter Information Packet – Lauren Nathanson**
 - Not discussed

 - **Review and Update Board Member Job Descriptions – Board Members**

- David reminded the board members present to submit job description changes to both Virginia and David. Both Virginia and David should be notified of job descriptions that do not need to be updated.
- **Online Leadership Academy Completion**
 - David reminded board that this tool is available and needs to be completed. Lauren has completed the course already
- **Status of Chapter History/Photographs – Marcie Fujikawa**
 - Marcie purchased the camera and has taken pictures at various ARMA events. Marcie would like collect photographs of past and present ARMA events for the Chapter History. Marcie will email and ask Daryle to send a message to members that attended Las Vegas requesting photos from trip. Marcie also needs to contact Daryl Downs to view materials stored with his organization from previous ARMA events.
- **Website Library – Jason Belnap?**
 - Not discussed
- **Government – Discuss ideas with Scott Whitaker – Brent Egbert**
 - Brent drafted a letter to go out to government entities that do not show staff as members of ARMA. The letter includes a short review of chapter, benefits of membership and an invitation to attend a chapter meeting with lunch on us (if lunch is sponsored). Only the first meeting is free. Non-members will be charged \$5 per guest for second meeting.
- **Company Store – Lauren Nathanson**
 - Lauren to review what is stored at The File Center (merchandise, photographs, historical) for our Chapter

12. Open Discussion

Craig reports no changes in membership

13. Next Meeting – January 15th

14. Adjourn

Tom Benson moved to adjourn at 2:05 pm, carried.