



ARMA Utah Salt Lake Board Meeting Minutes
February 18, 2010

Attendees: David Fleming, President; Marcie Fujikawa, Vice President; Sue Richey, Treasurer; Lauren Nathanson, Public Affairs Director; Deidra Lashley, Secretary; Craig Young, Membership Director; Tom Benson, Corporate Liaison; Bruce Bailey, ARMA Pacific Region Coordinator.

1. David called meeting to order at 1:41 pm
2. Approval of Minutes from January 22nd Board Meeting deferred until next meeting.
3. Chapter Goals Review
 - a. Submit application for Chapter of the Year
 - b. Retain membership / Reach out to potential members
 - c. Successful leadership conference July 14, 15, 16, and 17, 2010
 - i. Establish committee
 - ii. Chapter Responsibilities:
 1. Goody Bags – Local Flavor
 2. Copying
 - a. Create bound booklets for handouts?
 3. Registration Table Volunteer
 4. Plan Friday Night Event
 - a. Cost target \$25 - \$40
 - b. Craig volunteered to research Friday night event ideas, four needed, suggestions from the board are:
 - i. History Treasure Hunt
 - ii. Dinner
 - iii. Deer Valley Concert
 - c. Hoping for 65 attendees
 - d. Need to understand free shuttle service
4. Financial Report (spreadsheet attached)
 - a. Status – Financial Report
5. Membership Report – See Membership Goal above
 - a. Maintain 55 members
 - i. Call former members with expired memberships
 - ii. April is membership push month

- iii. Focus on the '99' list
 - iv. Offer discount on membership at Seminar
 - v. Lauren will look into booth display material offered through ARMA International for membership table at Seminar.
 - vi. Marcie to work with Sonya on creating member/non-member nametags for the Seminar
- 6. Public Affairs / ICRM Report
 - a. Post list of vendors exhibiting at Seminar on Chapter Website.
- 7. Seminar Update
 - a. Seminar committee: Board Members participating: David, Marcie, Sue, Sonya and Lauren.
 - b. Marcie to find out about embroidering Chapter logo on polo/ button-down shirt for Seminar.
 - c. David will write course descriptions as requested by Sonya
- 8. Website Update
 - a. Chapter website looks good. Board to continue reviewing website and offer feedback.
 - b. David made a motion to give a \$50 Visa gift card to Shawn (I'm not sure how to spell his name) to thank him for his help. Lauren seconded the motion, all approved, motion carried. Marcie will purchase the gift card.
- 9. Chapter of the Year Application / Committee Appointment
 - a. Lauren – Chair
 - b. Narrative Due June 1, 2010
 - c. Committee Volunteers: David, Craig, Marcie, Sue and Bruce Bailey
 - d. Ask Chris Calton if she has previous Chapter of the Year Application and invite her to join the committee.
 - e. Chapter Bylaws need to be updated
- 10. Service Project Ideas
 - a. Lauren offered to research Service Project Ideas. Possible ideas are
 - i. Splore
 - ii. Local Shelters
 - iii. Our Chapter, set up our archive
- 11. Other Business – not discussed
- 12. Adjourn
 - a. David moved to adjourn at 2:26 pm, Craig seconded the motion. Motion carried.