



**Utah - Salt Lake Chapter Board Meeting Minutes**  
**Thursday, February 19, 2009**

**Attendees: Virginia Loader, President; David Fleming, Vice President; Sue Richey, Treasurer; Lauren Nathanson, Public Affairs Director; Daryle Bartholomew, Hospitality Liaison; Marcie Fujikawa, Historical Committee Chair; Deidra Lashley, Secretary; Craig Young, Membership Director; Tom Benson, Corporate Liaison**

- 1. Call to Order by Virginia Loader at 1:35 pm**
- 2. Board Minutes from January 15, 2009 approved, carried**
- 3. Treasurers Financial Report – Sue Richey**
- 4. AIIM/ARMA Seminar Update – David Fleming**
  - a. Received a check from Scott at File Center and IBM paid**
    - i. Can we request to have funds deposited to PayPal Account?**
    - ii. \$3500 worth of sponsorship**
  - b. Most sponsors have speakers available**
    - i. Have 6 different companies sending speakers but do not have topics.**
  - c. Do not have program set up, may need to push back date in order to arrange.**
  - d. Tom Benson moved for a resolution that the Board approves to accept the change of date for the seminar to May.**
- 5. Membership Update & Membership Recruitment Campaign – Craig Young**
  - a. Offer incentive to membership to offer contact information for new members.**
    - i. David Fleming moved to purchase a prize to offer as incentive**
      - 1. Two \$125 Amazon gift certificates: one prize for the most unique names submitted and one from drawing**
  - b. Names must be submitted by April 15<sup>th</sup>.**
  - c. David moves that Craig purchase the gift certificates and then submit an expense report. Motion carried.**
- 6. Consideration of Proposed Service Project for “No More Homeless Pets in Utah” – Virginia Loader**
  - a. Poll membership**
  - b. Lauren Nathanson and Sonya Kintaro will visit before next board meeting to assess needs.**
- 7. Goal / Action Item Review**
  - a. Pay Pal Account – David Fleming, Sue Richey**
    - i. New seminar account is set up and money is coming in.**

- ii. Take Rori Andreason off Pay Pal Account
  - b. Proposed Bylaw Amendments
    - i. Article 4, Section 6 – Duties and Responsibilities as they apply to Chapter Financial Management – David Fleming
      - 1. item not completed at time of board meeting
    - ii. Article 7, Section 4 – President’s Attendance at the ARMA International Conference – Virginia Loader
      - 1. It was decided that the Chapter will send the Vice President to the annual Leadership Conference and send the President to the annual ARMA International Conference.
    - iii. Bylaw Amendments need to be proposed and discussed at the next board meeting March 19, 2009. Upon board approval and 30 day review the Bylaw Amendments need to be presented to the membership for review and approval
  - c. Investment of Chapter Funds – Sue Richey
    - i. Craig Young moved to invest chapter funds in a 36 month CD with US Bank, David Fleming seconded motion, motion carried.
  - d. Chapter Newsletter – Lauren Nathanson
    - i. Complete
  - e. Chapter Information Packet – Lauren Nathanson
    - i. Topic not discussed, deferred until next board meeting
  - f. Review and Update Board Member Job Descriptions – Board and Committee Members
    - i. Topic not discussed, deferred until next board meeting
  - g. Online Leadership Academy Completion
    - i. Marcie Fujikawa and Lauren Nathanson have completed
  - h. Status of Chapter History/Photographs – Marcie Fujikawa
    - i. Topic not discussed, deferred until next board meeting
  - i. Website Library – Jason Belnap
    - i. Topic not discussed, deferred until next board meeting
  - j. Government – Introductory Letter – Brent Egbert
    - i. Reviewed and approved by board, Virginia Loader to email Brent to notify of board approval
  - k. Company Store – Lauren Nathanson
    - i. Make T-shirts Available to Membership
  - l. Provide Attendee Sign-in Sheet – Deidra Lashley
    - i. Daryle Bartholomew to continue providing sign in sheet and tracking attendance
  - m. Website Update – Chapter Financial Procedures Added?
    - i. Topic not discussed, deferred until next board meeting
8. Other Business – Lauren Nathanson
- a. ARMA Leadership Training Grant
    - i. Deadline is March 31, 2009
    - ii. \$400 Grant (\$100 toward airfare, \$150 per night for two nights for hotel fees)
  - b. Speaker Grant for \$500
    - i. Deadlines April 1<sup>st</sup>, July 1<sup>st</sup>, October 1<sup>st</sup>, January 1<sup>st</sup>

- ii. Need speaker name and topic are required for application
        - iii. Decision tabled and deferred until next board meeting
      - c. Hosting the Annual Leadership Conference for our
        - i. Deadline May 1<sup>st</sup>
        - ii. Chapter would need to find meeting venue, audio-visual, housing, optional outing
        - iii. Make brief presentation during this year's Leadership Conference
        - iv. Decision tabled and deferred until next board meeting
- 9. Next Meetings
  - a. March 10, 2009 – Seminar Scheduled (May be pushed back to late April).
    - i. If seminar is pushed back we will need to schedule a regular chapter meeting in March so that we do not go without a meeting during March.
  - b. Hold regular Chapter meeting March 19<sup>th</sup> in Riverton City Hall
  - c. April 15, 2009 – Joint meeting with AIIM – Guided Tour of CUWCD Gardens
- 10. Adjourn
  - Virginia Loader moved to adjourn the board meeting at 2:55 pm, carried.