

**MINUTES**  
**OF**  
**THE UTAH SALT LAKE CHAPTER BOARD MEETING**

**Thursday, March 19, 2009**

Attendees: Virginia Loader, President; David Fleming, Vice President; Sue Richey, Treasure; Lauren Nathanson, Public Affairs Director; Daryle Bartholomew, Hospitality; Brent Egbert, Corporate Liaison; Craig Young, Membership Director; Chris Calton, Editorial Committee/Web Site Manager; Bruce Bailey, Region Director; Sonya Kintaro, 2010 Seminar Committee Member.

1. Call to Order: by Virginia Loader at 1:15 pm.
2. Approval of the Minutes was tabled. Deidra Lashley, Secretary, was excused.
3. Treasurer's Report: Sue Richey reported membership dues are coming in slowly. Chapter expenses are within the FY 2008-2009 Budget. The March financial summary was handed out. David Fleming will need updated information on possible choices for investing Chapter funds.
4. AIIM/ARMA Seminar Update: David Fleming asked Sue Richey to check and make sure we have all the vendors invoiced. David provided a brief historical review of how ARMA came to partner with AIIM for this seminar. The seminar brochure is completed and Craig Young said he would send out an email blast to all ARMA members with the updated brochure by tomorrow.
5. Membership Update & Membership Recruitment Campaign: Craig Young reported that he was working on the membership drive. He asked for Board approval to offer two \$125 gift cards to Amazon.com during the membership drive. One card would be used in the drawing where for every name a person provides they will have their name entered in the drawing. The second card would be given to the person who has the most referrals actually join the chapter by July1, 2009. Sue Richey asked about providing a free lunch for any new people who attended the May meeting in Ogden.
  - Lunch for the April joint meeting with AIIM was also discussed. It was decided that each chapter would provide lunch for their members. It was suggested that Brian Winterowd, AIIM, be contacted about this. Chris Calton reported that the garden tour would be tied to recordkeeping.

6. ARMA Chapter Candidates: David Fleming suggested Rory Andreason, Past President, be contacted so she can develop a slate of candidates for next year and also find out which Officers and Board Members will be returning. David said he would like to have clarification on the Public Affairs Director position. Was Lauren Nathanson starting a new term in that position when she took over for David Fleming or was she finishing out his term? Once Rory has a ballot created she will need to have the Election Committee approve it. David said the committee should refer to the By-laws that have specific information on the election process and when elections should be held. David volunteered to be on the election committee.
7. ARMA Chapter Sponsorship of 2010 Pacific Region Leadership Conference: Lauren Nathanson reported that she had talked to Fred Waldon, ARMA International, and he had indicated that at this time there were no other Chapters offering to host this event. Sonya Kintaro, who was president when the Chapter last hosted the Leadership Conference, said it had been a good experience. Her one suggestion would be to hold it in a hotel. It was decided to form a committee to investigate options and to prepare a bid that would be presented at the July 2009 Leadership Conference in San Diego. Bruce Bailey offered to make the Chapter's presentation during the Conference.
8. Review Chapter Goals:
  1. Consideration of Proposed Service Project for "No More Homeless Pets in Utah" : Laurent Nathanson reported that Sonya Kintaro has been working with Daye and has offered to create a retention schedule for the organization. They will make a list of all their records. Sonya said they will need a work crew to box the records per the retention schedule. David asked Sonya to be the liaison between the Chapter and Daye. He would like to have dates on when they would be ready for the work crew. Sonya said the job isn't too large. She will contact Daye and get things started by setting some deadlines.
  2. Proposed Bylaw Amendments:
    - a. Article 4, Section 6 – Duties and Responsibilities as they apply to Chapter Financial Management: Virginia Loader said she would submit her proposal to amend Section 6 to David. He said he would review it and finish the revisions. The amendment process could be done the same time as elections are held. They could just be added to the ballot.
    - b. Article 7, Section 4 – President's Attendance at the ARMA International Conference: David told the Board Virginia had reimbursed the Chapter for her per diem and the airline ticket she received for the ARMA International Conference held in October. She was unable

to attend because of a serious illness. He also reported that it had been proposed to change the By-laws so the Chapter will fund the attendance of the Vice President/President elect to the Annual ARMA International Conference if their organization would not fund their attendance.

3. Chapter Brochure: Lauren Nathanson passed around sample copies of the brochure. She asked for Board approval of the brochure. Craig Young moved to approve the brochure. Daryl Bartholomew seconded the motion. All voted aye. The motion was approved. Lauren asked for suggestions on sources for the printing. David recommended printing 150 copies. He also said he would be willing to have his contact information listed on the brochure. He thought the 150 would get the Chapter through any events until the Planning session for next year. Lauren said the cost would include folding. Brent Egbert reported that his promotional letters could be used with the brochure. He was planning on a bulk mailing with the letters that have been personalized for each recipient.
4. PayPal Account Update: David reported PayPal is up and running.
5. Status of Chapter History: Chris Calton brought a disc with historical information for Marci FUJIKAWA, Chapter Historian. Sue said she would get it to Marci.
6. Website Library: Jason Belnap brought a list of resources for the library. He asked Chris to put it on the Chapter web site.
7. Company Store: Lauren asked to have this item tabled and brought back for discussion next year.
8. Website Update: Chris Calton has been managing the Chapter website and is asking for the Board to approve funds to have a professional update the site. She said the ARMA Pacific Region will host the site for free but she felt the look and functionality of the current Chapter site could be enhanced by hiring a professional contractor to redesign and manage it. Craig Young suggested postponing a vote until all the costs are researched. Chris asked about renewing the Chapter's domain name. David Fleming moved to approve this expenditure for another year. Craig Young seconded the motion. All members vote aye. The motion passed. Chris asked for volunteers to look at the website and offer suggestions on the changes they would like to have. Craig Young offered to do that. Bruce Bailey also suggested checking other Chapter websites for ideas. It was suggested that a web site liaison be appointed who could work with the contractor who would be revamping the site.

9. Other Business: There was no other business
10. Next Meeting: April 15, 2009 – Joint Meeting with AIIM, a Guided Tour of Central Utah Water Conservancy (CUWCD) District Gardens.
11. Adjournment: David Fleming moved to adjourn the meeting. Craig Young seconded the motion. All voted aye. Meeting adjourned at 2:20 pm.