



**ARMA Utah - Salt Lake Chapter Board Meeting Minutes**  
**Wednesday, April 15, 2009**  
**Central Utah Water Conservancy District**

**Attendees: David Fleming, Vice President; Lauren Nathanson, Public Affairs Director; Chris Calton, Webmaster; Craig Young, Membership Director; Daryle Bartholomew, Hospitality Liaison; Marcie Fujikawa, Historical Committee Chair; Deidra Lashley, Secretary; Brent Egbert, Government Liaison; Tom Benson, Corporate Liaison**

- 1. Call to Order by David Fleming at 10:35 am**
- 2. Approval of Board Minutes for February 19, March 19 and April 1, 2009 (if available)**
  - a. Not completed, deferred until next board meeting**
- 3. AIIM/ARMA Seminar Update – David Fleming & Lauren Nathanson**
  - a. Over 50 % of our sponsorship funds are collected**
  - b. Early registration ends April 17<sup>th</sup>**
  - c. Craig Young will send out reminder to membership**
  - d. 31 people total are registered for conference**
  - e. Need volunteers to set up for the conference at 6:30 am: Tom Benson and Deidra Lashley volunteered**
- 4. Membership Update & Membership Recruitment Campaign – Craig Young**
  - a. Our membership is down to 66 members, the lowest Craig Young has seen it.**
  - b. 23 names were submitted for the Membership Recruitment Campaign: Brent Egbert submitted 18 names; Sue Richey submitted four names; Chris Calton submitted one name**
    - i. David Fleming will give a list of former vendors to Craig Young to add to list**
    - ii. Craig Young will add former members to the list**
    - iii. \$1000 prize will go to the chapter that grows their membership the most based on the names submitted for this campaign**
- 5. Website Redesign Offer from ATK Launch Systems (Ellen Wagstaff) – Chris Calton**
  - a. ATK will do this service as outlined in the RFP for free as long as their company name is listed on our website**
  - b. If ATK only plans on doing the website design and then handing off support to another company then we will keep their name on our website for one year. If they plan on offering on-going support we will keep their name on the website indefinitely**
  - c. This is the only bid submitted to us**
  - d. Chris Calton to call Ellen Wagstaff to clarify whether they plan on strictly following the RFP or if they will offer long term support.**

- e. Chris Calton to notify ATK that we are inclined to accept their offer but need to wait until our RFP deadline has expired before we accept proposal. Express appreciation from the board.
  - f. Board members asked to check out ATK's website, determine how user friendly the website is, try the links, first impression of the website
- 6. Chapter Dues Update – David Fleming**
- a. Lunches served at chapter meetings will be offered free to all chapter members, visitors will be charged \$5.
  - b. New ARMA system available on the ARMA International website will offer new membership types:
    - i. Basic Member \$35; Student Member \$15; Retired Member \$0; ARMA International Honorary Member \$0; ARMA International Past President \$0
    - ii. Craig Young moved to approve new dues schedule as presented, approved by voting quorum consisting of Lauren Nathanson, David Fleming, Deidra Lashley, Craig Young; motion carried.
- 7. Election Update – David Fleming**
- a. David Fleming will make announcement to membership at chapter meeting that Vice President position is available. Craig Young will send an email to the membership.
- 8. Service Project for No More Homeless Pets of Utah (NMHPU) – David Fleming**
- a. Tasks
    - i. Daye from NMHPU – get records inventory to Sonya April 20 2009
    - ii. Sonya – retention schedule complete May 10, 2009
    - iii. Policy committee (David Fleming, Sonya Kintaro, Marcie Fujikawa) -- policy complete May 25, 2009
    - iv. ARMA/NMHPU Work day at 9:00 am June 6, 2009
- 9. Seminar 2010 – Keynote Speaker Proposal – David Fleming**
- a. David Fleming proposed to engage Brent Henley as Keynote speaker
    - i. Brent Henley will charge \$1500 plus expenses
    - ii. Brent Henley will help plan seminar
    - iii. Choose a theme that has a broader appeal like networking rather than focusing on records management
  - b. Larry H. Miller Campus reserved for Tuesday, March 9, 2010
  - c. Sonya Kintaro will head seminar committee
  - d. We need a seminar committee that includes some non-board members
  - e. David Fleming proposed a resolution from the extended board that we are in favor of moving forward with this idea but we would like to form the committee and let the committee make the decision. Once the committee is formed we can have a conference call with Brent Henley to get the committee steered in the right direction.
- 10. Other Action Item Updates**
- a. Sue Richey needs disbursement forms for GoDaddy.com
  - b. David Fleming needs to get signers together in June to set up the CD at US Bank

- c. Closing Social will be at Bucca Di Beppo on June 18<sup>th</sup> at 6:00 pm
    - i. Keep costs to \$20 per person
  - d. David Fleming will make an announcement during the chapter meeting that we are considering a bid for Seminar 2010
  - e. Lauren Nathanson offered update on Scholarship to ARMA International Conference
    - i. Fred Walden is no longer Region Manager, but he still accepts the applications for the monitor scholarships
    - ii. There are monitor scholarships still available for the ARMA International Conference
    - iii. Lauren Nathanson will send the form and an explanation of the application to Craig Young so that he can forward the information to chapter membership.
  - f. David Fleming proposed the concept of using a calling tree to contact members in addition to emails and meeting announcements.
11. Next Meeting – May 21, 2009 at Ogden City Hall
12. Adjourn
- a. David Fleming moved to adjourn the board meeting at 11:30 am, carried.