



ARMA Utah Salt Lake Board Meeting Minutes
April 21, 2010
(Conference Call)

Attendees: David Fleming, President; Marcie Fujikawa, Vice President; Sonya Kintaro, Past President; Sue Richey, Treasurer; Deidra Lashley, Secretary; Craig Young, Membership Director; Pat Denning, Webmaster.

1. David called meeting to order at 2:38 pm.
2. Approval of Minutes from January 18 and February 22 board meetings.
 - a. Add reference to Financial Report in both minutes.
 - b. David moved to tentatively approve the minutes pending further changes submitted to Deidra by Friday afternoon, April 23, 2010. Craig seconded the motion, motion carried.
3. Chapter Goals Reviewed
 - a. Submit application for Chapter of the Year
 - b. Retain membership / Reach out to potential members
 - c. Successful leadership conference July 15, 16, and 17, 2010
4. Financial Report
 - a. Status – Financial Report (spreadsheet attached)
 - Need expense reimbursement form for \$132.30 debit for brochures. David indicated that this is probably an expense incurred by Lauren Nathanson for printing of brochures and asked Sue to follow-up with Lauren
 - Need to transfer \$150.96 from Seminar account to Operating account for purchase of shirts for the seminar committee. David will make the transfer.
 - David moved to advance \$1200 on behalf of Iron Mountain to ARMA Pacific Region to subsidize airport transportation for the leadership conference. The money will be recovered in installments from Iron Mountain during fiscal 2011 and booked as an expense for 2010. Sonya seconded the motion, motion carried.
 - b. Audit / 990 Filing
 - Board Members participating: David, Marcie, and Sue.
 - Marcie will ask Kathleen Swapp if she will agree to participate as the Audit Committee Chair.
5. Membership Report
 - a. Membership is up, currently at 57 members.
 - b. Craig will contact a new '099' member who happens to work in his industry.

- c. David will send welcome messages to new members that he has not previously contacted
6. Nominating Committee – Election
 - a. Sonya chairs the Nominating Committee
 - b. This year we will elect a new Vice President, Membership Director, Public Affairs Director, Secretary and Treasurer. Sue volunteered to run for a second term as Treasurer.
 - c. David would like to ask Lauren if she would like to run for Vice President. Sue has volunteered for another term as Treasurer, but the position will need to remain open for others to volunteer.
 - d. Nominations will be presented to the board prior to ballot distribution on May 15th.
 - e. Deidra will collect ballots from chapter membership and tally votes.
7. Leadership Host Planning
 - a. Chapter Responsibilities:
 - Transportation Coordination
 - Friday Night Event Planning / Hosting
 - Copying
 - Goody Bags with local flavor
 - Welcome / Registration table
 - b. The hotel has arranged a master bill agreement with the shuttle service provider and will bill ARMA Pacific Region for the total transportation cost. Iron Mountain has agreed to sponsor transportation at \$25 per person. This allows us to offer a discounted round trip rate of \$45 to the Leadership Conference registrants.
 - c. Friday activity (July 16, 2010): Dinner at Grub Steak Restaurant at 7:15 pm.
 - d. Our chapter is sponsoring/hosting a cocktail / icebreaker on Thursday, July 15, 2010. Iron Mountain is co-sponsoring the event. Iron Mountain will be recognized for their donations to subsidize transportation as well as sponsoring a lunch during the Leadership Conference.
 - e. David was selected as Region Coordinator replacing Bruce Bailey.
 - f. Discussion deferred regarding whether we should offer financial assistance for Leadership Conference registration to local leadership.
8. Dues For Next Year
 - a. David moved to not raise our chapter dues this year. Craig seconded the motion, motion carried.
9. Seminar Update
 - a. We made a profit of \$1717.39 from the seminar this year.
 - b. Sonya reported positive feed back from the attendees, the entry level records management classes were a great draw. Vendors felt their investment in the seminar was worthwhile.
 - c. Recall paid by credit card and then sent a check. David sent an email to Recall proposing they apply the amount of the check to cover their logo on our website for this year and next year as well as sponsor a lunch meeting next year.
 - d. David proposed raising the website advertising rate from \$200 to \$250. Discussion deferred until next meeting.
10. Website Update

- a. Website updates proposed:
 - New President's message
 - ICRM message from Lauren
 - David suggested making our contact and financial information more accessible. Sonya would like the bylaws more accessible. Sonya volunteered to assist Pat in making the website more intuitive and user friendly.
11. Chapter of the Year Application / Committee Appointment
- a. Lauren's Survey
 - Survey needs to be distributed via email and also made available at the next chapter meeting.
 - b. Volunteers?
 - Board members participating on this committee: Lauren, Marcie, David, and Craig.
 - Craig suggested contacting Chris Calton to see if she has a copy of the previous Chapter of the Year Application and determine if she would participate on the committee.
12. Service Project Ideas
- a. Need a new project
 - David proposed doing a service project for UMCOR the United Methodist Committee On Relief
 - Collecting supplies and donations to create disaster relief kits
 - David will collect more information about the organization and supplies needed to create "Health Kits" described on UMCOR's website
 - Craig will send announcements of service project and will also include an announcement of service project with the May and June meeting announcements. The suggestion was also made to encourage members to invite their employers to participate.
 - b. Date for Project
 - Tentatively planned to encourage donation collections beginning as soon as possible and to schedule a day to assemble "Health Kits" after our June 17th Anniversary Celebration.
13. EOY 30th Anniversary Celebration
- a. Place
 - Daryle has reserved the Thanksgiving Point Country Club
 - b. Awards
 - Daryle is the Awards Committee Chairperson by default because she won the Chapter Member of the Year award last year. Sonya offered to contact Daryle and offer assistance.
 - Craig will print the certificates for years of membership. Craig will also check on tenure pin availability through ARMA International.
 - If we give gifts to this year's service award winners we should give gifts to last years service award winners.
 - David will send a list of awards to be given to Sonya and Daryle. One award being 'Service to the Chapter'.

c. Ideas

- David requested that board members think of fun activities for this celebration and bring ideas to the next board meeting.

14. Bylaw updates

- a. David requested board members review current bylaws and submit suggestions for updates to him.
- b. Bylaw updates need to be complete before the Chapter of the Year application is submitted.
- c. David suggested that the approval of updated bylaws be added to the election ballot as it requires a vote of Chapter Membership. Sonya will take this under advisement and determine whether or not this item will be on a separate ballot.

15. Add Webmaster to Board?

- a. David requested the board consider adding the Webmaster as a voting board member and amending our chapter bylaws to reflect this change. Sonya spoke to the previous decision not to include the Webmaster as a voting board member. Further Discussion deferred until next meeting.

16. Other Business – none discussed

17. Adjourn

- a. David moved to adjourn at 3:46 pm. Deidra seconded motion, motion carried.