



*ARMA Utah-Salt Lake Chapter Board Meeting  
Monday August 4<sup>th</sup>, 2010  
Conference Call*

*Attendees: Marcie Fujikawa, President; Lauren Nathanson, Vice President; David Fleming, Past President; Jason Belnap, Membership Director; Ryan Stock, Public Affairs Director.*

*Not Present: Kathleen Swapp, Treasurer; Andrea Romanczyk, Secretary*

- 1. Conference call began at 2:00 pm*
- 2. Main Business: Appointment to Chair of Hospitality Committee.*
- 3. Andrea Romanczyk was unable to attend due to illness. David Fleming recorded the minutes.*
- 4. Kathleen Swapp was unable to attend but indicated her approval of the proposed appointment via email prior to the meeting.*
- 5. Marcie Fujikawa appointed Tracy Hansen as the new Chair of the Hospitality Committee. David Fleming moved to approve the appointment and Lauren Nathanson seconded the motion, motion carried.*
- 6. Other Items Discussed:*
  - a. Draft meeting schedule will be prepared by Lauren Nathanson prior to Strategic Planning Session*
  - b. Board agreed to order lunch for the planning session from Johnny Kolache's*
  - c. David will continue to make purchases/disbursements on behalf of chapter as necessary until the planning session on August 19<sup>th</sup> (including lunch for the planning session).*
  - d. Updates to the bank account will be made on the August 19<sup>th</sup> before or after the planning session.*
    - i. Seminar account checkbook to Marcie Fujikawa*

- ii. *David's operations account checkbook to Lauren Nathanson*
    - iii. *Identify third signer on bank accounts and change signature cards as required*
    - iv. *Order debit card for Lauren Nathanson*
    - v. *Destroy David Fleming's debit card*
  - e. *Ryan Stock reported that changes to the chapter's state corporation registration were made including:*
    - i. *Sue Richey removed as Treasurer*
    - ii. *Kathleen Swapp added as Treasurer*
    - iii. *Andrea Romanczyk added as Secretary*
    - iv. *Tom Benson removed as registered agent*
    - v. *Ryan Stock added as registered agent*
  - f. *Ryan Stock has submitted request for reimbursement in the amount of \$15 to Kathleen Swapp, Marcie Fujikawa will issue check to Ryan.*
  - g. *Although Ryan Stock has assumed the duties of Corporate Liaison, Tom Benson will continue to serve on the extended board as Chapter Member of the Year and Awards Committee Chair. His retirement is set for December 31, 2010.*
- 7. *David moved to adjourn the meeting at 2:23 pm. Meeting adjourned*