



## Utah – Salt Lake Chapter Annual Planning Meeting

August 14, 2008

Riverton City Hall

12830 South Redwood Road, Riverton, UT 84065

### Minutes

Attending: Virginia Loader, President; David Fleming, Vice President; Rori Andreason, Past President; Annette Spendlove, Treasurer; Deidra Lashley, Secretary; Craig Young, Membership Director; Lauren Nathanson, Public Affairs Director; Marcie Fujikawa, Historical Committee Chair; Chris Calton, Webmaster Liaison; Darylee Bartholomew, Hospitality Liaison; Brent Egbert, Government Liaison

Virginia Loader called the meeting to order at 12:10 p.m. welcoming everyone in attendance and asked everyone to introduce themselves.

A discussion of the Chapter strengths, weakness and goals took place. Chapter strengths are leadership, board participation and knowledgeable membership. Weaknesses discussed are membership diversity and attendance at chapter meetings. Simplified and prioritized goals were set for the 2008-2009 chapter year, as follows:

- A. Increase and diversify membership
  - ❖ 10% net increase in membership
  - ❖ Membership involvement in committees
- B. Marketing
  - ❖ Website development
  - ❖ Chapter pamphlets
- C. Community Service
  - ❖ Local service project
    - ◆ Free shred day
  - ❖ Monetary donation to the ARMA Educational Foundation

### Chapter Meetings and Programming

- A. Locations of Chapter meetings
  - ❖ Tentative meeting venues as follows:
    - ◆ September 18, 2008 Zions Bank hosted by David Fleming
    - ◆ October 20-23, 2008 ARMA International Conference – Las Vegas, NV
    - ◆ November 20, 2008 at Zions Bank hosted by David Fleming (possible joint meeting with AIIM)
    - ◆ December 18, 2008 Christmas Luncheon (venue to be determined)
    - ◆ January 15, 2009 at Zions Bank hosted by David Fleming (possible joint meeting with AIIM)
    - ◆ February 19, 2009 at Riverton City Hall hosted by Virginia Loader
    - ◆ March 19, 2009 Workshop at Zions Bank hosted by David Fleming
    - ◆ April 16, 2009 at Orem Central Utah Water Conservancy District hosted by Chris Calton
    - ◆ May 21, 2009 at North Ogden City hosted by Annette Spendlove
    - ◆ June 18, 2009 Closing Social (venue to be determined)
  - ❖ Full lunch served as opposed to snacks
    - ◆ It was the opinion of the Board that lunch should be available to all attendees.
    - ◆ It was agreed that non-members should pay to attend Chapter meetings to cover lunch and to offer an additional benefit to Chapter members
    - ◆ Darylee Bartholomew agreed to track RSVP's for each meeting and capture attendance records at meetings
  - ❖ Chapter meetings will be from 11:45 am to 1:00 pm.
    - ◆ Joint meetings with AIIM should begin at 11:30 to accommodate both AIIM and ARMA chapter announcements

- B. Theme
  - ❖ 2008-2009 Program Theme “Records Management on the Cutting Edge” suggested by David Fleming
- C. First Chapter Meeting
  - ❖ Decided to meet at Zions Bank building and David has arranged to have Recall to sponsor lunch and have a speaker on the topic of RFID
- D. Programming
  - ❖ Member opinions about preferred programming will be solicited via Membership Survey
  - ❖ **Action Item** - Send questionnaire update suggestions to Craig Young
  - ❖ Suggested topics include: “Going Green”; Microsoft SharePoint as an ECM Solution; Sedona Conference; Marriott library automation tour, etcetera
- E. Seminar or Workshop in 2009
  - ❖ Discussion on whether we should have an annual seminar to supplement Chapter revenue and education opportunities
  - ❖ Discussion about offering a four hour workshop on seminar ‘off-years’
  - ❖ **Decision** - Workshop will be March 19, 2009 from 9:00 am to 1:00 pm in the Founders Room at Zions Bank building. Iron Mountain has committed to financial sponsorship of event.
- F. Chapter meetings will be from 11:45 am to 1:00 pm.
  - ❖ Joint meetings with AIIM should begin at 11:30 to accommodate both AIIM and ARMA chapter announcements

#### Board Meeting Schedule

- A. Majority of Board members (four members) need to be present at board meetings
  - ❖ Meet six times annually for an hour after specified Chapter Meetings
    - ◆ September 18, 2008
    - ◆ November 20, 2008
    - ◆ January 15, 2009
    - ◆ February 19, 2009
    - ◆ March 19, 2009
    - ◆ May 21, 2009
  - ❖ A conference call may be scheduled in lieu of a face to face meeting if the majority of the board is unable to attend the face to face meeting.

#### Proposed Bylaw Changes

- A. Article 4 Section 6 Duties and Responsibilities as they apply to Chapter financial management
  - ❖ **Action Item** - David Fleming to present suggested changes in writing at next board meeting

#### Audit Report / Budget / Financial Procedures

- A. David Fleming presented 2008 Audit Report
  - ❖ Reviewed findings and noted all outstanding issues have been resolved
  - ❖ **Decision** - Board approved recommendations of the audit committee as documented in the report
    - ◆ Chapter Bylaw changes regarding separation of Treasurer and disbursement duties
    - ◆ Document procedures for receipts and expenditures
    - ◆ Moving some funds from day to day operations account into an interest bearing account
    - ◆ Percentage of income from educational events designated to build ‘rainy day’/scholarship fund
    - ◆ Use of outside auditor for future audits
- B. **Action Item** - Annette Spendlove (Treasurer) is working on draft financial procedures to be presented at the next board meeting. She also confirmed that she will bring a current Chapter financial report to each Board meeting
- C. **Decision:** Disbursement and expenditure approval rights will be given to Virginia Loader and David Fleming. Each will carry a Chapter checkbook and debit card, with the Public Affairs Director as an alternate.
  - ❖ Rori Andreason will retain debit card until current PayPal issues are resolved
- D. PayPal account
  - ❖ Would like to offer PayPal as a payment method for meetings. However, current experience with PayPal is not positive with issues unresolved and Spring Seminar receipts uncollected
  - ❖ Currently Rori Andreason is the only authorized user of the account and is having difficulty resolving issues noted above
  - ❖ **Decision:** David Fleming suggested that Virginia Loader, Rori Andreason, Annette Spendlove and himself discuss the PayPal issues in a separate meeting and bring recommendations to the board. The board unanimously approved.

- E. Chapter bank account
  - ❖ **Action Item** - David Fleming will work with Zions Bank to make appropriate changes to the Chapter bank account pending PayPal issue resolution. And bring updated paperwork to a future board meeting.
- F. Outside Auditor
  - ❖ Virginia Loader **moved** to appoint an outside auditor to perform the annual Chapter financial audit. David Fleming **seconded** the motion. Board unanimously approved.
  - ❖ As noted above, David Fleming volunteered to document proposed bylaw changes as required.

#### Chapter Administration

- A. **Decision:** Board finalized and approved 2008-2009 goals as outlined above
- B. Discussion of Strategic Plan
  - ❖ **Decision** - Updated Mission Statement
    - ◆ “To Advance the Professional Practice of Records and Information Management *by Consistently Offering High Quality Education and Networking Opportunities*”
  - ❖ **Decision** - Identified new goals as documented above.
  - ❖ **Action Item** - Document new strategic plan noting detailed action items to achieve goals. This task was not assigned (Deidra and David working)

#### Review Committee Definitions and Discuss committee goals

- A. Board Job Descriptions
  - ❖ Virginia Loader requested each Board member and Committee Chair to review their job description and submit updated job descriptions to the board
  - ❖ All Board members and Committee chairs unanimously agreed
- B. Education Committee
  - ❖ David Fleming to confirm seminar committee and form workshop committee
  - ❖ Iron Mountain has pledged \$3000 to support educational events/meetings
  - ❖ Program ideas discussed in “Programming” discussion above
  - ❖ **Action Item** - David will work toward filling our the program schedule as much as possible by September meeting so a full schedule can be announced and distributed to the membership.
- C. Membership Committee
  - ❖ Membership survey to be distributed via email
  - ❖ April 2009 ARMA Recruitment Event
  - ❖ Recruiting ideas needed
    - ◆ Refer a new member and enter a drawing to win prizes
  - ❖ Remote video conferencing or live web video conference for satellite Chapter members
  - ❖ Reinvest chapter funds back into membership
    - ◆ **Action Item** - Annette Spendlove volunteered to bring ideas to the next board meeting
- D. Public Affairs Committee
  - ❖ **Action Item** - Lauren Nathanson volunteered to be the Chapter Newsletter Editor
  - ❖ Newsletter to be distributed electronically each quarter
  - ❖ Ideas are needed for newsletter content
  - ❖ **Action Item** - Lauren Nathanson and Craig Young will work together on marketing ideas to increase membership
  - ❖ **Action Item** - Lauren to create a Chapter information pamphlet
- E. Audit Committee
  - ❖ See above discussion of 2008 audit report
- F. Awards Committee
  - ❖ No specific discussion regarding Awards Committee
- G. Editorial Committee
  - ❖ Website needs to be updated
    - ◆ Chris Calton asked for suggestions on website layout
  - ❖ **Action Item** - Need to recruit website advertisers (not assigned)
  - ❖ Discussion on placement of vendor and sponsor banners
    - ◆ David Fleming mentioned one vendor is willing to advertise (Data Empowerment)
  - ❖ **Action Item** - Chris Calton to update the Chapter Member of the Year and Officer pictures
    - ◆ Officer pictures taken by Chris Calton
  - ❖ Per information provided at the recent Leadership Conference the ARMA Pacific Region offers free Chapter website hosting. **Action Item** - Chris Calton to follow up with Nolene Sherman

- H. Hospitality Committee
  - ❖ **Action Item** - Daryle Bartholomew to begin planning Christmas and Year end Socials.
  - ❖ **Action Item** - Daryle Bartholomew will track RSVP's and attendance for each meeting and will also ensure check-in table is manned at each meeting.
  - ❖ Attendance roll will be shared with Membership Chair
- I. Historical Committee
  - ❖ There has been no historic chapter documentation to date
  - ❖ **Action Item** - Marcie Fujikawa will collect and compile photographs from Chris Calton and Tom Benson
  - ❖ David Fleming suggested that Marcie Fujikawa talk with Sonja Kintaro about chapter history
  - ❖ New digital camera for chapter
    - ◆ **Action Item** - Chris, Virginia and Marcie will obtain cost estimates and submit to the board for approval
- J. Nominating Committee
  - ❖ No specific discussion
- K. Corporate Liaison
  - ❖ Tom Benson not present
  - ❖ Officer changes have been submitted to the UDOC
  - ❖ Decision - David Fleming has instructed Tom to submit an amendment to articles of incorporation with State to reflect organizational name change to ARMA Utah-Salt Lake. Email vote of board conducted by David Fleming resulted in unanimous decision by the Board.
  - ❖ **Action Item** - Tom to submit amendment to UDOC per David's instructions.
- L. Government Liaison
  - ❖ **Action Item** - David suggested to Brent Egbert that he touch base with Scott Whitaker who serves on the State Records Committee
- M. Webmaster Liaison
  - ❖ See notes under Editorial Committee above

#### Membership

- A. See notes under "Membership Committee" above

#### Other Items

- A. Meeting Minute Publication Guidelines
  - ❖ **Decision** - Deidra Lashley (Secretary) will submit meeting minute drafts to the board within three business days of meeting.
  - ❖ **Decision** - Once draft minutes are distributed, the Board will have 48 hours to approve. No response will indicate approval.
- B. Post Office Box
  - ❖ PO Box is not convenient
    - ◆ **Decision** - David Fleming volunteered to have Chapter mail directed to his business address and he will bring all mail to the board meetings. Board agreed and agreed to close P.O. Box.
    - ◆ **Action Item** - David Fleming will close the PO Box
    - ◆ Members will need to be notified of mailing address change.
    - ◆ **Action Item** - David will let Craig Young know when to notify members of address change.
    - ◆ **Action Item** - David will make change to bank account information
- C. Library Lending Program
  - ❖ Suggested that offering links on Chapter website would be more useful than a physical library
  - ❖ Action Item? - Did someone take the task to touch base with Jason Belnap at File Center? Jason put out an email last year requesting submissions for a "library"
- D. Chapter Pins
  - ❖ Pins are in possession of David Fleming, Virginia Loader and Rori Andreason.
    - ◆ **Action Item** - David, Virginia and Rori to review Pin inventory and determine if new pins need to be ordered

Virginia Loader moved to adjourn the meeting at 4:13 pm at which time the meeting adjourned.

The next Chapter Board meeting will take place on September 18, 2009 in Salt Lake City at the Zions Bank Building immediately following the close of the Chapter meeting.