

## **Board**

President – Michelle Morrison  
Vice President – Bruce Walters, CRM  
Secretary – Diane Evans  
Treasurer – Charmaine Brooks, CRM  
Immediate Past President – Carrie Pasewalk, Absent  
Bryan Dodge, Board Member, Absent  
Brenda Fralish, Board Member  
Amity Smetzler, Board Member  
Steve Walker, Board Member

BOISE VALLEY CHAPTER – ARMA International  
Board Meeting  
November 11, 2008 6:30 a.m.

## **Agenda**

1. Call to Order
2. Approval of Minutes from October 14, 2008 meeting  
Approve Agenda
3. President's Report
4. Treasurer's Report
5. Standing Committee Reports
  - a. Awards – Brenda Fralish
  - b. Budget and Finance – Charmaine Brooks
  - c. Education and Library – Steve Walker
  - d. Membership – Carrie Pasewalk
    - a. Update on new members, renewing and deletions
    - b. New member brochure
    - c. Plans for membership outreach
    - d. Member survey
  - e. Newsletter – Amity Highley
    - a. Deadline for December issue – November 15
    - b. Articles on ARMA International Conference/pictures
    - c. Deadline for January issue – December 15 (Zasio will be closed Dec. 24 – Jan. 2)
  - f. Programs – Bruce Walters
    - a. November speaker
    - b. Christmas Program– Update
6. Special Committee Reports
  - a. Service Projects
7. Unfinished Business-
  - a. Bylaws ballots
  - b. Documents sent to Smith Barney and to Secretary of State.
  - c. Submitted Letter of Intent for Website of the Year.
8. New Business
  - a. Update on Spring Conference, Friday, February 20, 2009
  - b. Update on GNW Leadership Conference, June 26 and 27, 2009
9. Adjourn

## Minutes

The board meeting of the Boise Valley Chapter of ARMA International was called to order at 6:34 a.m.

Approval of Minutes: Brenda moved to approve the October 14 minutes, Steve seconded the motion and the minutes were approved as written.

Agenda: The agenda had two additions, one in the membership committee report and to add the member survey.

## President's Report

Michelle gave a brief update on ARMA International. Also, our chapter has submitted for ARMA web site of the year, the deadline was November 10.

## Treasurer's Report

Charmaine issued the report recapping the first four months. November's number is higher because of not transferring PayPal money from dinner. The report will be filed for audit.

## Awards

No report from the awards committee.

## Budget and Finance

The report was covered in treasurer's report.

## Education & Library

Michelle will order more books and pamphlets about general records management following today's board meeting.

## Membership

Carrie, Bryan and Michelle will tentatively meet next week to discuss membership ideas.

The board members will be conducting a phone survey; each member will be assigned five to six members to call.

Marc Simpson from GNW mentioned that Idaho Falls is interested in starting an ARMA chapter up again. With that in mind, our chapter might be called upon to help with this.

Lastly, as a note, a lot of the ARMA regular meetings have gone away from meals. Instead, they are only providing coffee service, cookies or etc.

## Newsletter

The deadline is Nov. 17 Due to the Thanksgiving article. Articles and photos needed. Deadline for January newsletter is by Dec. 15 due to the holiday newsletter. Moving forward, ARMA meeting attendees will be added to the newsletter.

## Programs

Pedro Ortiz-Villajos of URS Washington Division will use of Documentum and eRoom. Learn how URS Washington Division is using this system, its challenges and benefits and what they have done to improve usability for their users.

The Christmas Party will be at the URS Washington Group Executive Dining Room. Bruce will get December meeting information to Amity and Kerry for newsletter and web site.

In January, Bill Parks of Western Records will be speaking. For programs, all the months are firm except for March.

#### Service Project

Michelle would like ideas for the chapter's service project.

For the Christmas party, we will provide donations to a charitable organization. One need is food for the holidays for the Idaho Food Bank. Brenda will follow up with calls to the United Way and Idaho Food Bank in regards to this.

#### Bylaws

Diane reported that as of the meeting, we had received 23 ballots so far. The voting closes November 17.

#### Winter Conference

The winter conference is slated for Friday, February 20, 2009. The flier is being created. Dawn Yantek will be in charge of vendor registration.

#### GNW Conference

We have secured the Hampton Inn in BoDo, costing \$99 a night. The contract for that has to be signed by Marc Simpson and Fran Blaylock. The theme is going to be the Wizard of Oz. Most of the meeting has been preset by ARMA International. Michelle, Bruce and Derek will work on menus and other costs associated with that. The leadership will need help decorating, planning and etc.

Steve moved to adjourn the meeting and was seconded by Bruce. The meeting was adjourned at 7:27 a.m.