

## **Board**

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

BOISE VALLEY CHAPTER – ARMA International  
Board Meeting  
January 13, 2009 6:30 a.m.

## **Agenda**

1. Call to Order
2. Approval of Minutes from November 11, 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, renewals and deletions
    - b. New member brochure
    - c. Member survey-suggested questions. Set date to start calling.
  - e. Newsletter – Amity Highley
    - a. Deadline for February issue – January 16, 2009
    - b. Additional Board profiles needed
  - f. Programs – Bruce Walters
    - a. Update on Winter Conference, Friday, February 20, 2009 – David McDermott
    - b. Review of remaining programs for the year.
6. Unfinished Business
  - a. Bylaws ballots
7. New Business
  - a. Update on GNW Leadership Conference, June 26 and 27, 2009
  - b. Website revamp-suggestions for improvements.
8. Adjourn

## Minutes

The board meeting of the Boise Valley Chapter of ARMA International was called to order at 6:40 a.m.

Approval of Minutes: Brenda moved to approve the November 10 minutes, Steve seconded the motion and the minutes were approved as written.

## President's Report

Michelle deferred her report until later in the meeting.

## Treasurer's Report

Michelle recapped the treasurer's report. There are a couple discrepancies which will need to be followed up on with Charmaine.

## Awards

No report from the awards committee.

## Budget and Finance

The report was covered in treasurer's report.

## Education & Library

Steve will order information, such as publications and brochures for the Winter Conference.

## Membership

The current membership stands at 41 members. This includes one new member, Cindy McClintock of Zasio, and one renewal, Amity Highley.

Two members are approaching the end of their renewal grace period; one intends to renew and Carrie has not received a reply from the other individual.

The Chapter purchased a business listing database from Idaho Business Review for the purpose of creating mailing labels for the Winter Conference, as well as to use for marketing the Chapter & ARMA.

## Newsletter

The board members and members need to submit profiles for the newsletter. Amity will email the board members the information to fill out. The deadline for the next newsletter is January 16. Please get items in. Michelle reminded Amity that she can use info found in other newsletters. We will need someone to take pictures at the winter conference for the newsletter.

## Winter Conference

Dave reported that so far, we've received 12 electronic registrations for the conference. Image Source of Seattle has expressed interest in becoming a vendor for the conference.

The lunch will be oven-roasted tenderloin with tossed garden salad for \$15.99. Breakfast will be a light and quick selection for \$5.50. During the breaks, if we'd like to have cookies, water and sodas, the cost is \$12.99 per dozen.

The break out cost is about \$32 per person.

A welcome letter and registration letter will be mailed 10 days prior to the conference.

Dave also gave an update on the vendors who are sponsoring the conference.

Parking permits are needed for committee members and vendors. Need to have someone cover the ARMA booth during breaks, etc and need signage at entrance for location and floor.

We have done advertising with the Idaho State bar newsletter. We have submitted a request for CLEs through the Bar and ICRM.

Brenda has volunteered to work at the registration table.

#### Programs

For March, Fred Pulzello, of Morgan Stanley, will be telling the Morgan Stanley story. For April, Kent Johnson of Umatilla (Oregon) Chemical Demilitarization Project, will be speaking and giving an overview of their operation and how they're handling records.

#### Bylaws

Michelle reported the bylaw ballot count. Since there were no objections, the bylaws sent out are the finalized version.

#### GNW Conference

Michelle still hasn't heard from Marc or Fran regarding contract for hotel. We need to develop brochures also. There has been no contact from others on the regional team, especially the marketing director. We suggested contacting Marc at work to get things moving. If he isn't approachable, Dave will contact the International office.

#### Website

Kerry McCullough has done a great job with the web site and now we need to do an update. Please look at our current web site, research other web sites and give Michelle ideas. Please get back to her by the end of next week.

The meeting was adjourned at 7:30 a.m.