

## **Board**

President – Michelle Morrison  
Vice President – Bruce Walters, CRM  
Secretary – Diane Evans  
Treasurer – Charmaine Brooks, CRM  
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  
February 10, 2009 6:30 a.m.

## **Agenda**

1. Call to Order
2. Approval of Minutes from January 13, 2008 meeting  
Approve Agenda
3. President's Report
4. Treasurer's Report
5. Standing Committee Reports
  - a. Awards – Brenda Fralish
    1. Member of the Year nominations
  - b. Budget and Finance – Charmaine Brooks
  - c. Education and Library – Steve Walker
  - d. Membership – Carrie Pasewalk
    - a. Update on new members, renewals and deletions
  - e. Newsletter – Amity Highley
    - a. Deadline for March issue – February 16, 2009
  - f. Nominations – Carrie Pasewalk
  - g. Programs – Bruce Walters
    - b. Update on Winter Conference, Friday, February 20, 2009 – David McDermott
    - c. Update on remaining programs for the year.
6. Unfinished Business
  - a. Website conversion
  - b. Member survey questions handout
7. New Business
  - a. Update on GNW Leadership Conference, June 26 and 27, 2009
  - b. Idaho Veteran's Flag Raising-February 16, 2009
8. Adjourn

The meeting was called to order at 6:30 AM.

Brenda moved to accept the minutes from the January 13 meeting. The motion was seconded by Bruce. Motion carried.

### **President's Report**

Michelle will comment later in the agenda.

### **Treasurer's Report**

Charmaine reported that we are in the black. As of the meeting, we have about \$7,000 in checking, which should be enough to cover the expenses for the Winter Conference. Current expenses include the Cambria meeting room fee, United airfare for John Isaza, advertising for the Advocate, ARMA supplies and the CLE credit fee.

### **Awards**

Brenda will be in charge of getting the Member of the Year information out to members. Bruce will get samples of the form we need to update. It's important that everyone, primarily people on the board, nominate someone. Please return forms to Brenda by the beginning of next week, she will include the newsletter.

### **Education and Library**

Steve ordered new pamphlets and three books for the library.

### **Membership**

We have one new member, bringing the total members to 49. We will print 100 of the new member brochures and the board members have electronic version of the file.

### **Newsletter**

Since there's no meeting recap, the issue is looking thin. Right now, we have the President's message and pictures from the flag raising. We are currently printing 75 issues of the newsletter. Michelle mentioned we aren't getting the newsletters from other chapters. Carrie mentioned other chapters have been posting them on their web site. Charmaine recommended that the newsletter be sent to the PO Box. Michelle will follow up on that. The April issue will be large because we will have both the Winter Conference and a meeting recap. Newsletter of the Year is up in May. Michelle will update the calendar items and deadlines for the newsletter.

### **Nominations**

The secretary, treasurer, vice president and two board member spots will be open this year. They will be listed in the April newsletter.

### **Winter Conference**

Dave gave an update on the Winter Conference. The seminar attendance is not near what we'd thought it would be. We have 32 members registered so far. To reduce cost, we changed the venue room to the Skyline Suites on the 6<sup>th</sup> floor, saving us \$500. Meals will cost \$29 per person. The menu consists of continental breakfast, includes coffee & orange juice. At 10 a.m., we will have a break with granola and fruit. Lunch will consist of pork tenderloin, green herb roasted potatoes, fresh baked rolls, salad and chef's selected vegetables. The afternoon will feature gourmet cookies, water and pop.

Parking is around \$330. We have reserved spots right in front of the Steuckle Sky center. Attendees have to park on the west side and have to mention they are with ARMA.

We will send out a confirmation letter to both the vendors and the attendees giving them direction and explanations of parking.

The current vendors are Cintas, Integra, Western Records, Image Source, IMERGE, Fisher's and Zasio.

Registration starts at 7:30 AM. Vendors can move in at 6:30 AM.

We are going to sell some of the watches, portfolio and pens

Charmaine will bring \$100 petty cash. Charmaine will coordinate with Dawn & Jerry about any outstanding checks.

### **Regional Conference**

Bruce, Michelle, Marc and Fran were on a conference call regarding the Region Leadership meeting. They are going to work on getting more details finalized. Michelle suggested they set up a conference call with chapter presidents to see if this is something we still want to move forward.

Michelle expressed concern about logistics. She brought up the idea of a video conference be sent out. Marc emailed to see who would commit to coming to June. Michelle will call the Hampton Inn to double check our room guarantee, date and other logistics.

Dave mentioned that International requires that there are leadership conferences and that they contract with the speakers that come in. He encouraged Michelle to call Tom at ARMA International.

### **Unfinished Business**

Michelle will contact Kerry this week regarding the web site revamp.

Michelle and Carrie will send out info to each board member for names to call. Carrie will send them out next week. Please email results to both Michelle and Carrie. Please have these done responses by February 25.

As a reminder, February 16 is the Veteran's Day flag raising at the VA Hospital. The flag raising is at 7 AM and lowering is at 5:30 PM.

Meeting was adjourned at 7:35 AM