

## **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, Absent  
Steve Walker, Board Member, Absent  
Andrea Santero, Guest

BOISE VALLEY CHAPTER – ARMA International  
Board Meeting  
April 14, 2009 - 6:30 a.m.

## **Agenda**

1. Call to Order
2. Approval of Minutes from March 10, 2009 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
    1. Correct error in budget
  - c. Education and Library – Steve Walker
  - d. Membership – Carrie Pasewalk
    1. Update on new members, renewals and deletions
  - e. Newsletter – Amity Highley
    1. Deadline for May issue – April 17, 2009
  - f. Nominations – Carrie Pasewalk
  - g. Programs – Bruce Walters
    1. Update on GNW Leadership Conference, June 26 and 27, 2009
6. Unfinished Business
  1. Member survey questions summary
7. New Business
  1. Region Manager-Great Northwest Region –Board action being requested.
8. Adjourn

The meeting was called to order at 6:32 AM

Brenda moved to accept the minutes from the March 10, 2009 meeting. The motion was seconded by Charmaine. Motion carried.

### President's Report

The president had no specific report. She would comment on other agenda items.

### Treasurer's Report

Charmaine clarified a miscalculation on dinner expenses in the budget. Instead of \$810 it should be \$3,690. The budget is lower than it should be. Brenda moved to modify the budget to reflect the corrected amount of \$3,690 in the dinner column. The motion was seconded by Bryan. Motion carried

Most of the expenses reported are for the Winter Conference. PayPal was transferred the first of April. There will be \$125 in profit added due to changing the accounting for mailing lists.

### Awards

The Member of the Year nomination form will be in the April newsletter. So far, we've received zero nominations. The deadline is April 30, 2009.

### Membership

Carrie reported we have one new member. Her name is Jenny Muir of Idaho Falls and she's a document controller. There was discussion regarding Eastern Idaho membership and meeting possibilities.

### Newsletter

Diane reported on Amity's behalf that we will need info on May meeting including the speaker bio and menu; candidate slate; president's message; AIEF article; and any another articles that we wish to have included. Bruce is writing the meeting recap and Steve is taking pictures.

For the Newsletter of the Year competition, the issues to choose from are October, November, January, February, March and April. The board members can take a look at the issues online and let Amity know which four are their favorites. We are currently printing between 75-80 copies each month. Lorie is also back with Zasio.

### Board Member Nominations

We only need one more board member to fill all of the board positions.

### Member Survey

The majority of the responses were positive. Reasons that members didn't attend were because of scheduling and travel. The food and the meeting prices are fine. They like the newsletter.

## Programs

The ticket to the Randolph Kahn seminar in New York is available, due to the original winner being unable to attend. Charmaine indicated interest in attending.

For May, the GNW Region Manager, Marc Simpson is slated to make his annual visit.

A question was raised regarding a past international president's dues and payment responsibility. Charmaine will be follow up on this.

## Leadership Conference

In early fall of 2008, Michelle, Derek Hartman and Bruce started meeting together to discuss the GNW Leadership Conference since Boise Valley Chapter would be hosting. In December, they submitted the hotel contract to GNW Region leadership.

There's been no advertising. A flyer and was sent for proofing this week. Our concern is we only have a draft.

Bruce drafted an initial letter to be sent to various ARMA leadership members. It was the feeling of the Board that a letter should be written about the lack of initiative and events leading up to conference and a letter be addressed to ARMA International leadership.

Carrie moved that a letter be sent to Marc Simpson, Marilyn Bier, John Frost, Tom Killam and the entire region team addressing concerns for the leadership conference and withdraw our name from hosting the 2010 GNW Region Conference. Brenda seconded. Motion passed.

Meeting adjourned at 7:37 AM