

Board

President – Bruce Walters, CRM
Vice President – Diane Evans
Secretary – Andrea Santero
Treasurer – Charmaine Brooks, CRM
Immediate Past President – Michelle Morrison
Bryan Dodge, Board Member, Absent
Brenda Fralish, Board Member
Amity Highley, Board Member
Ron Bassett, Board Member

BOISE VALLEY CHAPTER – ARMA International
Board Meeting
August 13, 2009 – 7:00 a.m. - IHOP

Agenda

1. Call to Order
2. Approval of Minutes from June 9, 2009 meeting
Approve Agenda
3. President's Report
 - Leadership Conference – June 2009
 - Expectations for the Year
4. Treasurer's Report –
 - a. June 2009
 - b. Anything for 2009-2010?
 - c. Form 990 Return
5. Standing Committee Reports
 - a. Awards – Volunteer?
 - b. Budget and Finance – Charmaine Brooks
 - c. Education and Library – Volunteer?
 - d. Membership – Michelle Morrison / Carrie Pasewalk
 - Update on new members, renewals and deletions, 099 Form
 - e. Newsletter – Amity Highley
 - Deadline for September issue – Aug 17, 2009
 - Reflections Articles – Sign up
 - f. Nominations – Michelle Morrison
 - g. Community Affairs – Volunteer?
 - h. Programs – Diane Evans
 - September Meeting arrangements
 - Future Meetings
 - i. Fall Conference – Dave McDermott
 - j. Official Photographer – Volunteer?
 - k. Webmaster/Website – Kerry McCullough or anyone else?
6. Carryover Business from Last Year
 - Report on Letter to GNW Region Manager - Michelle/Bruce
7. New Business
 - a. Education Foundation Raffle Tickets – Michelle
 - b. Silent Auction for AIEF in Orlando – Do we?
 - c. Anything else?
8. Adjourn

Meeting called to order at 7:05 AM

Brenda moved to accept the minutes from the June 9 meeting. The motion was seconded. Motion carried.

President's report

Bruce and Michelle attended the Leadership Conference for the region. The whole session was on goal setting and planning by Dale Mask, the key note speaker. They spoke to the incoming International President while they were at the conference in regards to working on the gaps of communication. It seems like only certain chapters were being helped and not the whole region. Mark is making an effort to improve and has sent out all chapter information requests- information for chapter, with corrected information.

Two ladies are looking to set up a chapter. One is from Moscow and the other is from Idaho Falls.

Expectations for the Year

- Bruce will be asking for volunteers and working with people to mix up dinners and meet with everyone for better communication.
- Work at helping people, finding information.
- Looking for anything to do with records retention.
- Be willing and open to help and grow the chapter.
- Involvement from people on the board – bring up ideas.
- Selling - AIEF ARMA International Education Foundation \$5 per ticket.
- Christmas – adopt a family (Bryan)
- Looking for suggestions for the website. Prior to sending suggestions to Kerry McCullough, all suggestions must be screened/approved by the president.

Treasurer's Report

Charmaine has sent out the final budget for 2009-2010

Awards

Brenda will be in charge.

Library

Ron is working on education and the library.

Membership

All officers are turned into Trevor Mitchell at ARMA HQ – need to reach out to all chapters and start tracking. We have one new member – Michele Nelson. Trevor will be updating dates and information for the new year and going forward to update the brochure.

Newsletter

- Need the president's message, a listing of the programs and a recap of the leadership conference.
- Pictures of the new board members, their role on the board, etc.
- Possibility of changing the picture on the cover of the newsletter. The masthead will remain the same.
- Deadline – August 24th.
- Amity needs to know who the advertisers will be.

Programs

- Meetings have been scheduled on the 2nd Thursday of every month with half in the evening and half during lunch hour. Diane is looking to schedule two of the top web seminars and will get the following new meeting dates, times with the details out asap.....

September 10th – Cambria Suites @ 11:30am

October 8th – Cambria Suites @ 5:30pm – invitation to spouses

November 13th – URS Conference Room – All day seminar (\$85 includes lunch)

December 10th – URS Executive Dining Room – Christmas Party – invite spouses @ 5:30pm

January 14th – Park Plaza Building, 565 Myrtle @ 11:30am

February 11th – Disaster Kleenup, 701 North Kings Rd, Nampa @ 5:30pm

March 11th – Park Plaza Building, 565 Myrtle @ 11:30am

April 8th – Cambria Suites @ 5:30pm

May 13th – Cambria Suites @ 5:30pm

June 10th – Koenig Vineyards, 20928 Grape Lane, Caldwell @ 5:30pm

New business

- Fall Conference – November 13th at the URS Building – Dave will be heading this conference. Deb Gearhart is scheduled to speak and will come out and only charge traveling fees! She is an excellent speaker and has the ability to speak on any topic. Please send all requests for our speaker's topic to Bruce or Dave.
- Speaker Grant was submitted by Diane for last year's report. The biggest issue was communication.
- Silent Auction – individual and chapter participation – you can donate whatever you chose and everyone can bid. Through ARMA's budget, buy a basket worth \$100 to donate.
- Raffle for more participation – Bruce working on rules and stipulations. Charmaine motioned for raffle tickets for incentive, seconded by Diane.
- Workshops – none planned.
- Next year's board will be tagged for \$1,000 for Grand Prize Raffle winner to conference. If new board has budget done before October, early registration - August.
- Can possibly pre-pay in June

Resolution for the money market fund – Ron motioned that the president, vice president and treasurer are able to sign on the money market fund – this was seconded and approved
The meeting was adjourned at 8:26 AM.