

BOISE VALLEY CHAPTER – ARMA International
Board Meeting
January 14, 2010 6:45 am – IHOP on Emerald

Agenda

1. Call to Order
2. Approval of Minutes from November 10, 2009 meeting
Approve Agenda
3. President's Report
 - a. Will speak to Newsletter later
4. Treasurer's Report – November & December 2009
5. Standing Committee Reports
 - a. Awards – Brenda Fralish
 - b. Budget Update – Charmaine Brooks
 - c. Education and Library – Ron Bassett
 - Transferring Library to J.R. Simplot Company
 - d. Membership – Michelle Morrison / Carrie Pasewalk
 - Update on new members, renewals and deletions, 099 Form
 - e. Newsletter – Amity Highley
 - Deadline for February issue – Jan ____, 2010
 - Thank you to Amity for continuing as Editor
 - Reflections Article for February – Andrea
 - Cost to Produce in January – Approximately \$280. Options?
 - f. Nominations – Michelle Morrison
 - g. Community Affairs – Bryan Dodge – Report on Christmas Drive
Report on next project (Flag Raising & Lowering)
 - h. Programs – Diane Evans
 - i. Autumn Conference – Final Report - Dave McDermott / Diane
 - j. Official Photographer – Amity
 - k. Webmaster/Website – Kerry McCullough - Updated
6. Old Business
 - a. Same Day Raffle Gift
 - b. Grand Prize Raffle – Who is keeping it current?
 - c. Anything else?
7. New Business
8. Adjourn

BOISE VALLEY CHAPTER – ARMA International
Board Meeting
November 10, 2009 – 11:30 a.m. – URS-WD Cafeteria

Meeting called to order at 11:50 a.m.

With the correction Jan Sylvester's last name, Brenda motioned to approve and the motion was seconded, minutes approved.

President's Report

- Skipped over agenda and president's report due to Bruce's absence.

Treasurer's Report

- October 2009 – (doing very well) Total cash ending balance \$19,880.13.
- October P & L report estimate of \$660 to come in and anticipate that we will have a short fall due to drop outs.
- The Autumn Conference is doing well and on track.
- All accounts have been found to be in proper order and prepared according to acceptable methods and principles of accounting per Fred Pauls. However, Fred did recommend that future audits of these records be conducted prior to the submission of the 990 Group Return to ensure avoid the possibility of errors in transmittal of this form to International.

Standing Committee Reports

- Awards – Brenda Fralish - on track
- Budget Update – Charmaine Brooks – no updates
- Education and Library – Ron Bassett (what to bring to Conference) Bruce and Ron to go through today.

Membership

- Michelle Morrison / Carrie Pasewalk – no new members at this time.

Newsletter

- Amity Highley – Amity will be on vacation starting November 16th. The deadline for December is the 18th of November – please send your updates to Leilla Sivey at leilla@zazio.com.
- Reflections Article for December Open (Bruce??) feel free to send items in, and we will need someone to write the recap from Friday's conference and need a photographer. Diane and Charmaine will bring their cameras. If we don't make this issue of the newsletter, the next issue is good.
- Per the recent question of having full names listed in the newsletter and if it was a privacy issue, no, full names are fine and we will leave as is for now.

Nominations

- Michelle Morrison – not here

Community Affairs

- Bryan Dodge – spoke to Nancy about sponsoring a family for Christmas. She should have the information to him within a week. Bryan will send updates as the information comes in.
- Newsletter of the year award has been awarded to Amity!!

Programs

- Autumn Conference – Dave McDermott / Diane – planning is complete and finished hand-outs. Simplot paid for binders and Dave will give to Ron to bring to the conference on Friday. Deb Gearhart arrives in Boise Thursday night. Dave will be picking her up at the airport and is providing accommodations, bringing her to the BSU Game (ticket purchased through ARMA) and Dave purchased a BSU sweatshirt for her. Deb has offered to speak at no charge. Her typical charge is approximately \$700. Diane suggested Deb be given cash, Charmaine motioned to give Deb a check for \$150, as a stipend. Bryan seconded the motion, motion was approved. Charmaine cut the check and handed it to Ron.
- Charmaine will work registration desk in case we have any late sign-ups.

Post-Conference Dinner Attendees & Final Preparation

- It was decided that post-conference dinner attendees should be at an executive level.
- Diane has already set up a 6:00 dinner at Tucanos Brazilian Grill, but is changing the time to 7:00 p.m.
- Need a supply of pens
- Charmaine suggested to comp the president and the vice president's registration fees. Brenda seconded it, motion approved.

Official Photographer – Amity

Old Business

- Same Day Raffle Gift – Diane & Andrea to take care of raffle prizes

New Business – No

- Do we hold a Board meeting in December? No

Meeting adjourned at 12:20 p.m.