

BOISE VALLEY CHAPTER – ARMA International  
Board Meeting Minutes

May 12, 2011 – 4:30 pm – URS Building

Meeting called to order 4:39 pm

Board

President - Bruce Walters  
Immediate Past President - Carrie Pasewalk  
Vice President - Dave McDermott  
Treasurer - Michelle Morrison  
Secretary - Andrea Santero  
Member - Brenda Fralish - absent  
Member - Ron Bassett  
Member - Amity Highley  
Member - Dawn Yantek

Carrie Pasewalk motioned to approve the April meeting minutes, motion seconded and motion carried.

President's Report

- none

Treasurer's Report

- April 2011 – Michelle Morrison completed the bank reconciliation and will file for the audit.
- Smith Barney Account – Michelle will get processes going to liquidate and close this account. The decision on what to do with the funds will be made after the funds have been transferred into our Wells Fargo checking account. Michelle will shop three banks to assist in the decision – Washington Federal, Wells Fargo & US Bank, checking each bank's money market rates. Since so few checks are written each month a money market account should work well to allow us to earn interest on the balance.

Standing Committee Reports

- Membership – Carrie Pasewalk – holding steady with thirty four (34) chapter members, five – 099 members with four in Idaho Falls and one in Moscow.
- Newsletter - Amity Highley  
Deadline for June issue – **June 1<sup>st</sup>**.  
Reflections Article for June – Brenda Fralish, Dave McDermott and Carrie Pasewalk will all write an article for this issue.  
Dave has offered to write the June vice president/president's cover story.  
Amity will be e-mailing correspondence regarding the NLOTY submission, for a decision on what newsletters will be submitted.
- Programs/Community Affairs – “General Awards” meeting & Bea Black from the Women's and Children's Crisis Center will come to talk about their programs and pick up items purchased.
- Publicity/Marketing – Michelle Morrison/Brenda Fralish  
No new letters mailed out.

- Michelle suggested giving a donation to the Children's Home Society for the "help save the documents" for adoption records. Dave motioned to donate \$500.00, Ron Bassett seconded, motion carried.
- Awards – Andrea Santero  
The COTY will not be submitted this year.  
Will discuss the COTY and Chapter "Member" of the Year vs. Chapter "Leader" of the Year and the rules at the transition meeting.
  - Website – Amity Highley / Kerry McCullough / Derek Hartman – Bruce will find the e-mail for the website logon information and send it to Amity.
  - 2012 Region Conference –  
Dates: Week of March 11-14 The committee:  
Bruce & Dave –program & speakers  
Dawn Yantek - facilities  
Ron – hospitality  
Carrie – assisting in designing the brochures and flyers  
Monday, March 12<sup>th</sup>, 2012, a full day session with John Isaza, with the second half of the day having two tracks, John Isaza and perhaps Deb Gearhart. Tuesday, two tracks with eight education sessions – more to follow. No one has been booked to date.  
ICRM Post Conference on March 14<sup>th</sup>, 2012 – proceeds will go to Great NW Region and ICRM.  
Should have the estimated costs by June 15<sup>th</sup>, 2011.  
Carrie Pasewalk suggested we have announcements as soon as possible (July or August 2011) with a "mark the date" to give other Chapters time to plan/budget.
  - Nominations – Carrie Pasewalk was able to fill the slate. Awesome job Carrie!
  - Leadership Conference – June 3<sup>rd</sup> & 4<sup>th</sup>, 2011, in Portland – Dave, Brenda & Bruce will attend. Brenda has received the leadership grant from ARMA International, and will be receiving up to \$400.00.
  - New Business – Transition Meeting will be held at Amity Highley's house on June 9<sup>th</sup>, 2011.

Meeting Adjourned 5:47 pm