

GWDC ARMA BOD PLANNING MEETING

August 9, 2013

Dickstein Shapiro

1825 Eye Street, N.W., Washington, DC

Attendees:

Darren Bruening

Paula Blake

Rahim Briggs

Susan Brown

Chris Glasper

Deb Marshall

Sabrina Monroe

Mark Moore

Averi Roberts

Ashera Stanton

The meeting was called to order at 1:28 p.m., with a quorum.

Our form 990 has been completed and sent to ARMA Int'l by the August 1 deadline. The 2011-2012 990 was never sent. ARMA Int'l files these with the IRS for us. Kudos to our Treasurer for getting the 990 finished. The Chapter Leadership was also filed with ARMA Int'l. , who confirmed that all our BOD members were in good standing. The Chapter Operations Handbook will be emailed to everyone.

When someone joins ARMA Int'l., they may choose to join a chapter for an additional \$40. That \$40 helps fund our chapter, but we also get a per member assessment from ARMA Int'l.

We discussed website sponsors, but will table that idea until our website is up and running. We will explore offering sponsorship opportunities on the new website.

TREASURER - Checking account - \$5009.04

Savings account - \$17,256.99

Cash - \$210.00 – (will purchase card reader before Sept. meeting)

We are still missing info for our certificate of deposit. We need to have yearly financial audits, an audit review committee and a finalized budget.

CHAPTER GOVERNANCE - By-laws with current edits will be sent to the BOD. When finalized, it must be sent to ARMA Int'l. for approval.

WEBSITE - Our website should be the Chapter's ultimate source of information. Andrew Harrison and Cliff of iPage went over website building and hosting during a conference call. They will build 5 pages, a Facebook link and a mobile page, and give us user rights after 24 months, if we make monthly payments. The site would be up in 2-3 weeks, extra pages will be \$100 each. If we pay in full, we can add our own pages from a WordPress template. See: wordpress.org. We decided that 5 pages weren't worth the price. We need a more user friendly site.

PROGRAMS – Programs are set for the year. Some meeting locations need to be verified. We need to nail down the sponsors. Jeff Ritter is our speaker; Cornerstone is the sponsor for Sept. A suggestion was made to have take-a-ways from our meetings. Another was made to have a Q&A and mentoring session for new Records Managers (10-15 minutes before each meeting).

AIEF – The new liaison is Leigh Isaacs. Our yearly profits will be sent to AIEF. We can decide what programs to fund, or have money added to the endowment.

AIEF has not used our funds from the past years. We can have AIEF fund another Rita Holt scholarship.

CATHOLIC UNIVERSITY MENTORSHIP PROGRAM- There is no Records class for fall, but may be one in spring.

SILENT AUCTION ARMA INT’L CONFERENCE – We decide to donate a small electronic item, under \$200, Suggestions were iPod, digital camera, Kindle/Nook. Someone will be able to carry it to Conference and avoid shipping charges. We must fill out a donation form.

ACTION ITEMS

Confirm meeting locations/sponsors

Improve and increase membership

Send Evite for Sept. meeting

Get P.O. Box keys and pay for box (Auto pay??)

Speaker bios and confirmations

Silent auction item (research/purchase)

Website research

Name badges

Card reader/ scanner

Prepare budget

Research missing certificate of deposit

Change names on accounts

Scholarship

Approve May and July minutes

September 4, 2013 BOD meeting will be a teleconference.

The meeting was adjourned at 4:11 P.M.

Respectfully submitted,

Secretary, GWDC ARMA