

GWDC ARMA BOD MEETING

June 3, 2014

IN ATTENDANCE

Darren Bruening

Paula Blake

Rahim Briggs

Susan Brown

Chris Glasper

Mark Moore

Sabrina Monroe

Leanne Peterson

Averi Roberts

Ashera Stanton

The meeting was called to order at 12:05 PM with a quorum.

The minutes from May 6, 2014 were approved.

PROGRAMS – Our May Chapter meeting was excellent in attendance, topic and speakers.

Our Chapter President thanked everyone on the BOD who helped make the program a success, since he was unable to attend. The speaker for the June meeting will be Felicia Gross (HR Department), who will speak on people problems.

Who's Cooking needs to be paid for a previous meeting.

WEBSITE- We have a page for Past Presidents. All minutes from last summer until May 2014 are online. Educational presentations from this year are uploaded. Membership service has a link for an e-handbook and ARMA Int'l. FAQs. If anyone has career opportunities, please email information to the webmaster. The Chapter meeting invitation will be online.

Our old website is still showing up. We need to determine if we are still paying for it,

MISC- Our P.O. box charges will be due in August. Who has keys?

MEMBERSHIP- The June meeting will be at Bryan Cave with Space Saver as the sponsor. We need a blurb from the sponsor for our Evite and program brochure. We have a good pool of potential sponsors for next year:

Alfresco

Smarsh

Open Q

Total Document Solutions

Paige Box Company

Information from the Golden Gate Chapter will be shared with BOD members to show how they deal with sponsors. In the past year, our membership roster has dropped by 25 people. We need a membership campaign utilizing social media. This plan should be in place before the summer planning meetings. We should add a link to the ARMA International membership form to make it easy to join.

TREASURER- The form 990 (our Chapter tax return) needs to be sent to ARMA Int'l. prior to Aug. 1. We will have a financial surplus and will send a donation to The ARMA International Educational Foundation. We are also making a \$100 donation for each speaker and have informed the speakers by letter. One speaker is a Federal employees and cannot accept due to the Federal ethics committee regulations.

Checking - \$6,561.10

Investment - \$17,259.83

Pay Pal - \$5,316.29

Cash - \$50

LEADERSHIP CONFERENCE - Held on June 12, 13,14 in Chantilly. Our Webmaster will attend. The Chapter will pay for one additional attendee.

Please let the President know your plans for the BOD. Collin Sims and Ronald Brooks have volunteered to serve on the BOD.

The meeting was adjourned at 12:53 PM.

Respectfully submitted,

Secretary,

GWDC ARMA