

GNW Region of ARMA General Meeting
Friday, June 22, 2007
Richland, WA

MINUTES

- Attendees:** Sue Lord, GNW Region Manager
Fran Blaylock, GNW Region Coordinator
Andrea E. Bettger, GNW Region Webmaster
Jennifer Winkler, BEC President
Ember Krumwied, Puget Sound President
Bob Dalton, Puget Sound Past President
Timothy Hunt, Oregon Chapter President
Jennifer Fouhy, Oregon Chapter Past President
Carrie Pasewalk, Boise Valley President
Christopher (Kit) Shultz, Columbia Basin President
Susan Priebe, Greater Seattle President
Also in attendance: conference attendees from each chapter
- Not Present:** Marc Simpson, GNW Region Treasurer
- Call to Order:** Sue Lord, Region Manager called the meeting to order at approximately 3:20 pm. The meeting was held at the Clarion Hotel & Conference Center, Richland, WA on June 22, 2007.
- Review of 2006 Minutes:** One change: to correct the spelling of Kit Shultz' name. Minutes approved as amended.
- Budget & Finance:** Sue Lord delivered the 2007-2008 GNW Region Budget covering the total income and expenses for the GNW Region.
- Sue Lord noted that the \$5000 seed money has been dispersed to the Oregon Chapter in support of sponsoring the 2008 GNW Region Conference.
- A question was raised regarding where the chapter funds go when a chapter disbands such as the Inland Empire and Mt. Vernon Chapters. It was noted by Sue that any leftover funds will be forwarded to the region after the chapter has officially been dissolved.
- The 2006-2007 GNW Region Financial Report was presented by Sue Lord. As of 02/05/07, the cash on hand was \$8,777.99. Total revenues were \$5.00 (bank reimbursement of monthly services fee). Total expenses were \$67.74 with \$8,715.25 total cash on hand as of 6/20/06.
- A question was raised as to why the line item for share of proceeds for 2007-2008 proposed budget is at 0.00. Sue noted that this is because the total is an unknown until after the conference and the total proceeds have been determined.

Region Membership Report: Sue Lord discussed the GNW Region membership report. The latest figures from the membership report are as follows:

434	GNW Region Members
<u>83</u>	099 Members (ARMA Intl. Membership Only)
517	Total Members of ARMA and/or GNW Chapters in the Region

Old Business:

GNW Region Conference 2008 – Oregon Report

Jennifer Fouhy delivered an update on the 2008 GNW Region Conference slated for 04/07/08-04/09/08. A request for speakers has been distributed to the chapters. The vendors have been arranged for hospitality part of the conference.

Jennifer asked that each chapter president designate a communications representative to help select vendors to participate in the conference. She also requested donations for the conference bags.

It was noted that the registration fee will stay right around \$325.00.

Bonnie Nadler asked how the silent auction proceeds will be distributed. Jennifer noted that the plan is to donate the proceeds to a Portland educational fund.

Sue asked that each chapter donate a \$50 gift basket for the raffle drawings.

Jennifer requested that each chapter forward their newsletter/webpage deadline dates and contact information to ensure the GNW Region conference info is distributed in a timely manner. Trevor asked if, in addition, the list be forwarded to him.

Bonnie asked if a “Save this Date” postcard is in the works. It was noted that postcards will be sent out as a preliminary reminder of the conference.

New Business:

Region Directory

Sue asked for each chapter to send their 2007-2008 BOD info to slord@wamail.net if they have not already done so. She will have Andrea update the current list on the region website.

Memorandum of Understanding

Memorandum of Understanding was distributed by Sue Lord for review. She explained that the purpose of this memorandum is to formally document chapter agreements. It is reviewed every year at the President’s meeting held during the leadership conference. Sue also noted that any sentences on the memorandum that are in italics will be addressed this year.

Confirmation of Location/date of 2008 Leadership Conference

Sue asked Puget Sound Chapter to consider being the location for the 2008 Leadership Conference and to discuss the feasibility of being the hosts.

New GNW Region Manager position for 2008-2009

Sue announced that her position as the GNW Region Manager will be up at the end of the year. She asked that anyone interested in applying to contact her or ARMA international to obtain more information about the application process.

International Conference:

Leadership Training

Sue noted that Leadership training at the ARMA International conference will be held Friday and Saturday before the conference. She asked that the chapter leaders plan accordingly. The schedule is:

Leadership Training - Friday, October 5, all day for all association volunteers **including chapter leadership** if they can attend.

Chapter Leadership Training-Saturday, October 6, in the afternoon for all Region Managers, Coordinators and **chapter leadership**

Chapter Leadership Breakout Sessions-Saturday October 6, afternoon

GNW Region Networking Reception – Saturday, October 6, evening for all members

GNW Region Luncheon (no host) – TBA, watch the message board at the conference for all members.

A question was asked as to how many attendees are expected at the conference this year. Approximately 1,800-2,000 attendees are expected to attend at least a portion of the conference.

Other:

Congratulations were made to the Puget Sound Chapter for submitting for COTY competition.

Sue gave a reminder that the 990 forms are due to ARMA International no later than August 1st. There will be no extensions this year. Sue and Fran will be available to help if needed.

Announcements:

President's Meeting @ 1:30-2:00pm on Saturday. Sue asked for representation from each chapter attending the conference.

Sue announced that there are 4 credits available to any Leadership Conference attendees who are CRMs.

Adjourned:

The meeting adjourned at 4 p.m. The next meeting will be held at the 2008 GNW Region Leadership Meeting.

**Presidents Meeting
1:30 pm - Saturday**

Budget

The 2007-2008 preliminary budget was presented by Sue Lord for review. The group agreed to change the following line items in the budget:

Revenue

- A suggestion was made and agreed on to change the line item for GNW Region conference share of proceeds for the 2007-2008 budget from 0.00 to an average of proceeds of preceding conference years.
- Sue noted that she will work with Marc Simpson to move \$5,000 of the surplus amount into a CD.

Expenses

- It was noted that a change will be made in the Expense line item for the Presidents Leadership Conference Fund from \$1,000 to \$875. This is due to the new dormancy status of the Mt. Vernon chapter.
- Sue requested approval for a small budget to cover a thank you gift for Bonnie Nadler next year.
- Sue requested approval for a small budget for Region activities with the GNW region chapters to cover travel and other operating expenses.
- Andrea Bettger addressed the possibility of needing a new website provider for the GNW Region Website. A new host may cost more than our current provider. This is due to space constraints & security issues. This may require additional funds be added to the line items for the Internet Website under expenses. She will check to see if the current host can be used with just added security for a three month period around the GNW Region conference timeframe.
- Sue asked that each chapter BOD consider offering free registration for at least two board members to attend the GNW Region conference next year.

Memorandum of Understanding

A request was made to change the wording on the third bullet point to "the host chapter will ask for assistance".

Sue presented Marc's suggestion to change the formula for the region conference proceeds. There was a general agreement from the group to leave the formula as is for the upcoming conference in 2008.

"Complimentary Registration for Region Officers: Region Manager, Region Coordinator and Region Treasurer."

990 Form Due

Current or upcoming treasurer will need to complete the 990 form and submit to ARMA International by 8/01/07.

GNW Region Items

Sue addressed the question of which chapter will host the 2010 GNW Region conference and the 2008 GNW Region Leadership conference. The Boise chapter agreed to host the 2010 GNW Region conference and Puget Sound Chapter agreed to host the 2008 GNW Region Leadership conference.

It was agreed by the group that a Region Calendar posted on the GNW Region Webpage would be of help to the chapter leaders. It was agreed that it would be helpful. Fran will help to develop and post the calendar this year.

Respectfully submitted,
Fran Blaylock, GNW Region Coordinator
Region Secretary