

GNW Region General Meeting
Friday, June 23, 2006
10:30 – 11:30 am
Paramount Hotel, Portland, OR

MINUTES

Attendees: Sue Lord, GNW Region Manager
Fran Blaylock, GNW Region Coordinator
Marc Simpson, GNW Region Treasurer
Dave McDermott, Chairman of the Board, ARMA International
Joe Ramsdell, BEC President
Bob Dalton, Puget Sound President
Jennifer Fouhy, Oregon President
Paula Allen, Greater Anchorage Representative
Charmaine Brooks, Boise Valley Chapter President
Kit Schultz, Columbia Basin President
Roger Winters, Greater Seattle President
Also in attendance: conference attendees from each chapter

Call to Order: Sue Lord, Region Manager, called the meeting to order at approximately 10:30 am. The meeting was held at the Paramount Hotel, Portland, OR on June 23, 2006.

Budget & Finance: Marc Simpson delivered the GNW Region Financial Report covering the total income and expenses for the GNW Region.

The 2005-2006 GNW Region budget was presented by Marc Simpson. As of 12/31/05, the cash on hand was \$8,256.89. Total expenses were \$935.94 with \$7320.90 total cash on hand as of 6/20/06. One change was made to the line item for 2005-2006 actual expenses for President's Leadership Conference fund from \$500 to \$625 to include one more conference attendee.

GNW Region Conference final financials were presented by Roger Winters and Jennifer Winkler. The conference bank account total as of 6/15/06 was 21,030.25. After reimbursement of \$5000 for region seed money and \$3,000 Greater Seattle chapter seed money the total net conference proceeds totaled \$13,030.25. \$2,500 was allotted to the GNW Region account to include \$2,000 for chapter president scholarships and \$500 for future region scholarships.

5 GNW presidents used GNW scholarship funds to attend the leadership conference totaling \$625.

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

443	GNW Region Members
96	099 Members (ARMA Intl. Membership Only)

Sue also discussed the possible reinstatement of the Inland Empire Chapter (Spokane). There are currently 17 members on the 099 list that live or work near the Spokane area. Sue will talk to the previous board members from the Inland Chapter to about possibly starting up the chapter in the near future.

New Business:

Region Directory

The updated 2006-2007 Region Directory was distributed for review by Sue Lord.

Memorandum of Understanding

Memorandum of Understanding was distributed by Sue Lord. She asked the Presidents to review it for further discussion at the Presidents' Meeting to be held later in the day.

Confirmation of Location/Date for 2007 Leadership Conference

It was confirmed that the 2007 GNW Leadership Conference will be hosted by the Columbia Basin Chapter. Location/Date TBD

Confirmation of Location/Date for 2008 GNW Region Conference

The 2008 GNW Region Conference will be hosted by the Oregon Chapter. Location/Date TBD

International Conference News

Invitations will be sent out regarding the chapter level leadership training:

Chapter Leadership Training - Saturday, October 21, 12:30-3:15 PM for all Region Managers, Coordinators and chapter leadership.

Break-Out Training (by chapter function) – Saturday October 21, 3:15-4:15 pm

The Region meeting this year will be combined with the New Attendee reception – Saturday October 21, 4:30 – 5:30 pm

Our GNW region will get together for a no host region lunch during the conference. Information will be posted on the message board by the registration desk.

Other Business:

Sue Lord asked each chapter to discuss when/where each chapter holds their monthly meetings. The results are as follows:

Greater Seattle Chapter – 1st Thursday of each month at the Best Western near the Space Needle. Cost is \$25. They did have 2 breakfast meetings during the winter, one being the largest attended meeting of the year.

Boise Chapter – 2nd Tuesday of every month. They rotated locations during first part of year. Now one location has been established at a cost of \$12 (to cover cost of meal)

Oregon – The Oregon Chapter rotates meeting location and times to accommodate a large membership area. The meetings are generally on the 2nd Tuesday of each month at a cost of \$20-25 per meeting. Approximately 12-18 attend.

Puget Sound Chapter – 2nd Wednesday of each month, in the evening. The cost is \$18.00 for early registration and \$22 for late registration.

Columbia Basin Chapter – 3rd Thursday of each month, in the evening. The cost is \$20 for members and \$25 for non-members. The meetings are located in a Richland hotel which has been used in previous years.

Bellevue/Eastside Chapter – 2nd Tuesday of each month, in the evening. The cost is \$25 for members and \$28 for non-members.

Alaska Chapter – 3rd Tuesday of each month, at the Federal Building in Anchorage. Cost is \$15. Approximately 10 members per meeting attend.

It was asked by Fran Blaylock whether 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.

Announcements:

President's Meeting @ 5:00 pm, June 23

Adjourned:

The meeting adjourned at 11:30 p.m. The next meeting will be held at the GNW Region Leadership Meeting, June 2007 by the Columbia Basin Chapter.

Presidents Meeting

2006 GNW Region Conference Proceeds Distribution

The final results from the GNW Region Conference were presented by Roger Winters and Jenny Winkler. Registration totals are as follows:

All three days - 99

Monday only - 4

Tuesday only - 9 (including 6 students from the Western Washington University program) Comps - 7 (all three days)

Total all 3 days with vendors, speakers, attendees & comps:
160

\$10,530.25 in Net proceeds to be distributed to GNW chapters as follows:

\$10,530.25/120 (total conference enrollees including 21 unaffiliated and 5 referrals) = \$87.75 per enrollee to be credited to each chapter.

Bellevue/Eastside	\$1,140.75
Boise	\$ 175.50
Columbia Basin	\$ 526.50
Greater Anchorage	\$ 702.00
Greater Seattle	\$4,299.75
Mt. Vernon	\$ 526.50
Oregon	\$1,316.25
Puget Sound	\$1,842.75

Conference Concerns: Credit card payment option was not available. Some payments did not come in for 2 months.

Conference Feedback: 95% of feedback comments were rated either a 4 or 5. The keynote speaker was a highlight of the conference.

Budget

Marc Simpson presented the 2006-2007 GNW Region preliminary budget. The group agreed to change the following line items in the budget:

Revenue

- Remove line item for Revenue Passthrough(s)

Expenses

- Remove line item for Expenses Passthrough(s)
- Change International Conference expense line item for region hospitality toast from \$75.00 to \$100.00.

Memorandum of Understanding

Sue Lord invited Dave McDermott and Marc Simpson to explain the original intent of establishing the GNW region fund. It was discussed that a time limit be established for return of the seed money to the GNW region after final conference budget reconciliation. They also suggested an increase in the size of the Region fund for use as scholarship money and future conference seed money.

Dave and Marc discussed the need to grow the Region fund with the region conference proceeds. Under discussion was what percentage of remaining income from the GNW Region Conference after final budget reconciliation should be given to the Region fund. Sue Lord agreed to develop a proposal after more background information is gathered about the purpose and original agreement regarding the fund when it was established. Also to be explored will be the cost of insurance coverage for the region conference and whether it would be included in the conference budget.

All other items in the Memorandum of Understand were basically agreed on.

990 Form Due

Current or upcoming treasurer will need to complete the 990 form and submit to ARMA International by 8/15/06.

2005-2006 ARMA International Awards

Chapter of the Year (COTY) submissions sent in by both Puget Sound chapter and Greater Seattle Chapter. They are due to ARMA International by July 15, 2006.

Project of the Year (POTY) award submission deadline to ARMA International is July 14, 2006.

Chapter Member of the Year (MOTY) should be submitted by the chapter president(s) to ARMA International by August 1, 2006.

Fran Blaylock
GNW Region Coordinator