

Meeting Minutes	
<b>Group</b>	ARMA Liberty Bell Chapter Board of Directors

Meeting Information					
<b>Meeting Title:</b>	January 14, 2010 Board Meeting				
<b>Meeting Date:</b>	1/14/10	<b>Time</b>	3:25 pm to 4:35 pm	<b>Location:</b>	Williamson's Restaurant Horsham, PA

Meeting Participants :			
<b>Attendees</b>	Ray Davis, John Stubbs, Janice Raphael, Carolyn Hessinger, Eileen Reader, Pete Casey		
<b>Published By</b>	Pete Casey	<b>Date Published</b>	3/16/2010

Minutes/Notes	
Item #	Description
1	<p><b><u>Secretary – Approval of Minutes:</u></b></p> <p>The Minutes for the October 2009 meeting were approved. Carolyn Hessinger made a motion to approve and it was seconded by John Stubbs.</p>
2	<p><b><u>Treasurer's Report:</u></b></p> <p>Eileen Reader, Treasurer, gave us an update on our Chapter treasury. She distributed a Profit and Loss sheet from July 1, 2009 to January 14, 2010. She also handed out a balance sheet of the Chapter Treasury as of January 14, 2010. Total Liabilities and Equity was \$29, 214. Janice Raphael approved and it was seconded by Pete Casey.</p>
3	<p><b><u>Regional Coordinator's Report:</u></b></p> <p>Pete Casey, Mid-Atlantic Region Coordinator, had no updates from the Mid-Atlantic Region of ARMA.</p>
	<b>Committee Reports:</b>
4	<p><b><u>Program Committee</u></b></p> <p>Janice Raphael, Program committee chair, gave the Program Committee update. Tonight's meeting at Williamson's has been planned well in advance. The speaker will be Jamie Moore of Munters. The topic will be Disaster Recovery and Business Continuity Planning.</p>

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	<p>Jeff Lanza, former FBI agent, will be our Seminar speaker on February 4<sup>th</sup>. The March 18<sup>th</sup> meeting will feature Meg Phillips from NARA. April's meeting will focus on the Pharmaceutical industry.</p> <p>Pete Casey has secured the Seaport Museum for the field trip scheduled for May. The field trip includes a tour of the Seaport Museum archives and a presentation on the digitization of the historic John Barry papers.</p>
5	<p><b><u>House Committee:</u></b></p> <p>Eileen Reader, House Committee Chair, gave an update for the House Committee. It was discussed that Eileen has made plans for the upcoming meetings. March's meeting will be at the Holiday Inn, April at Williamson's in Horsham and May will be held at the Seaport Museum.</p>
6	<p><b><u>Newsletter Committee:</u></b></p> <p>Ray Davis, Chapter President and Newsletter Committee Chair, gave a report on the state of the newsletter.</p> <p>The newsletter was mailed to 135 members. The newsletter contained advertising from Iron Mountain, CTI Imaging, Munters, and GRM. The Newsletter Contents included the following items:</p> <ul style="list-style-type: none"> <li>• Presidents Message,</li> <li>• Two (2) Ask The CRM Articles,</li> <li>• Terms and Definitions,</li> <li>• List of RIM Web Sites,</li> <li>• January Meeting Notice,</li> <li>• February Seminar Notice,</li> <li>• 2009/2010 Board Member List</li> <li>• 2009/2010 Chapter Meeting Schedule</li> </ul>
7	<p><b><u>Publicity Committee:</u></b></p> <p>Pete Casey read the Publicity Committee report that was compiled by Terri Carline.</p> <p>Publicity Report for January 2010:</p> <p>01/04/2010 - I emailed 1st notice to LBC Address Book (349 names) regarding our January Chapter Meeting</p> <p>01/05/2010 - Ken Lazier, Central NJ Chapter, emailed our notice to approx 60 of his contacts</p> <p>01/05/2010 - I emailed Ken Lazier's notice to LBC Address Book (360 names) regarding the ARMA Northern NJ January Chapter Meeting and Upcoming Events</p>

<b>Minutes/Notes</b>	
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	<p>01/11/2010 - I emailed 2nd notice to LBC Address Book advertising our Jan 14 Meeting  01/11 &amp; 12/2010 - Ken Lazier, Central NJ Chapter, emailed our notice to his contacts  01/11/2010 - I emailed Ken's notice to the LBC Address Book regarding the NYC &amp; NJ Chapters educational conference  01/12/2010 - I emailed the LBC's Seminar brochure with info on Feb 4  01/13/2010 - Ken Lazier emailed our seminar notice to his contacts</p> <p>Respectfully submitted, Terri Carline</p>
8	<p><b><u>Membership</u></b></p> <p>Ray Davis, Chapter President and Membership Committee Chair, gave a report on the state of the Chapter Membership.</p> <p>Membership numbers as of January 2010 are 133 members. One year ago in January 2009 the Chapter membership was 138. Ray reported that we had three (3) new member additions in the month of December 2009 .... Greg Cornwell, Linda Corisdeo, and Robert Urbanski.</p>
9	<p><b><u>Scholarship Committee</u></b></p> <p>Carolyn Hessinger, Scholarship Committee Chair, reported that there have been no inquires concerning the scholarship.</p> <p>Discussion centered on allowing scholarship money to be awarded to someone within the chapter that has passed the CRM examination or some other professional achievement.</p>
10	<p><b><u>Library Committee:</u></b></p> <p>Ray Davis gave the report for the Chapter Library.</p> <p>Ray reported that a book concerning the legal hold process was recently added to the Chapter Library.</p>
11	<p><b><u>Website Report:</u></b></p> <p>John Stubbs, Liberty Bell Chapter Webmaster, reported that activity on the Website has been up since October 2009. There have been multiple comments left on the CRM page and two comments were made since the beginning of 2010. There was a discussion about the use of facebook in conjunction with the</p>

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	Website. John said that the increased traffic to the website may lead us to increase the bandwidth on the Website. A discussion followed about the potential of advertising on the Website.
12	<b><u>Seminar Report:</u></b>  Janice Raphael, Seminar Chair, gave an update on our seminar scheduled for February 4, 2010. She distributed a budget for the seminar with our current expenses and our most up to date sponsor list. Janice also distributed a list of vendor names and she has asked members of the Board to take the list and call the businesses to engage potential sponsors.
13	<b><u>Old Business</u></b> Chapter Bylaws.
14	<b><u>New Business:</u></b>  Ray Davis, President of Chapter, said that there are multiple positions open on the board and other chapter committees. We need to identify and engage new leadership for the Liberty Bell Chapter leadership.
15	Eileen Reader made a motion to end the meeting and the motion was seconded by Carolyn Hessinger. The meeting ended at 4:35 pm.

Action Items			
Item #	Description	Person Responsible	Due Date
1	Identifying organizations via chamber of commerce websites for marketing initiatives	Ray Davis	Ongoing business
2			

Approved:

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Name

Date

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Name

Date