



LIBERTY BELL CHAPTER OF PHILADELPHIA, INC.
www.armamar.org/lb

Meeting Minutes	
Group	ARMA Liberty Bell Chapter Board of Directors

Meeting Information					
Meeting Title:	May 14, 2009 Board Meeting				
Meeting Date:	5/14/09	Time:	3:15 pm to 4:30 pm	Location:	Holiday Inn Historic District 4 th and Arch Philadelphia, PA

Meeting Participants : Ray Davis, Eileen Reader, Janice Raphael, Ellie Kidd, John Stubbs and Pete Casey			
Attendees			
Published By	Pete Casey	Date Published	9/23/09

Minutes/Notes	
Item #	Description
1	<u>Secretary – Approval of Minutes:</u> The Minutes for the April 2009 meeting were approved. Eileen Reader made a motion to approve and it was seconded by Ellie Kidd.
2	<u>Treasurer’s Report:</u> Eileen Reader submitted balance sheets dated May 2009 and a profit and loss sheet from July 1, 2008 to May 13, 2009. Pete Casey made a motion to approve and Janice Raphael seconded.
3	<u>Regional Coordinator’s Report:</u> Pete Casey, Mid-Atlantic Region Coordinator, talked about the upcoming ARMA Mid-Atlantic Region Leadership meeting to be held in Raleigh, NC from June 11 to June 13.
4	<u>Committee Reports:</u>
5	<u>Program Committee</u> Janice Raphael, Program Committee Chair, gave the update concerning Programs. She reported that tonight’s

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	meeting is the last meeting of the 2008 -2009 season. The speaker is Gordon Workman and the topic is Enterprise Information Mapping.
6	<p><u>House Committee:</u> Eileen Reader, House Committee Chair, gave a report about the House Committee. Tonight's meeting will be held at the Holiday Inn in Historic Old City Philadelphia.</p>
7	<p><u>Newsletter Committee:</u> Ray Davis, Chapter President and Newsletter Committee Chair, gave a report on the state of the newsletter. The newsletter for May 2009 was mailed to the members of the Chapter. It was delayed due to the passing of Gary Lewis, member of the Mid-Atlantic Region as well as from the ARMA Educational Foundation, for whom we wanted to put a notice to members about his passing.</p> <p>The newsletter was posted to our Chapter website and the newsletter contained the following sections:</p> <ul style="list-style-type: none"> ** Presidents Message ** CRM Corner Article ** Ask The CRM Article ** Terms and Definitions Article ** 2009/2010 Program Survey to Members ** Notice for the passing of Gary Lewis ** 2008/2009 Liberty Bell Chapter of ARMA Meeting Schedule <p>We had three advertisers in the Newsletters: Iron Mountain, CTI International, and GRM Information Management Services</p>
8	<p><u>Publicity Committee:</u> Pete Casey read the Publicity Committee report that was compiled by Terri Carline.</p> <p>Publicity Report for May 2009:</p> <ul style="list-style-type: none"> 04/21/2009 - added 6 new Chapter Members to the email address book 05/05/2009 - emailed the 1st notice to LBC Address Book (360 names) regarding our May Meeting 05/06/2009 - Ken Lazier emailed my email to his NJ contacts 05/07/2009 - emailed Ken's Central NJ Chapter Meeting just to LBC 08-09 Members 05/11/2009 - 2nd email notice to LBC 2008-09 Members only (145 names) regarding our May Meeting <p>Respectfully submitted, Terri Carline</p>
9	<p><u>Membership Committee</u> Ray Davis, Membership Chair, gave the Membership report. There was no information sent from ARMA International for May Membership. ARMA International sent numbers for April 2009. The Liberty Bell membership total for April 2009 was 140</p> <p>We received two notifications of new members:</p>

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	<p>#1 - Sheila Marie Harris #2 - Larry Nelson</p> <p>Both new members are from the Federal Reserve.</p>
10	<p><u>Scholarship Committee</u> No Scholarship Committee meeting was given.</p>
11	<p><u>Library Committee:</u> Ray Davis gave the report for the Chapter Library. There were no requests for selections from the Library in the past month.</p> <p>Due to the potential closing of the TD Bank warehouse in Cherry Hill, NJ (date not known at this time) we may need to relocate the Chapter Library which is where it is currently being held.</p> <p>If/when that happens, the Board will be notified of the new location. If there will be any changes to the procedures that members make requests from the Library, the members will be notified.</p>
12	<p><u>Website Report:</u> John Stubbs, Liberty Bell Chapter Webmaster, gave an update on the recent activity on the Website. John's goal for the upcoming 2009 – 2010 season is to increase the educational content of the website. John has created an online sample CRM examination and he hopes to add new questions to the Website in the near future.</p>
13	<p><u>Seminar Report:</u> Janice Raphael, Seminar Committee Chair, was pleased to report that this year's Seminar, held in February 2009, made a profit of 1,631.24.</p>
14	<p><u>Old Business</u></p> <p>Ray Davis received a notice from ARMA International about the new variable pricing for membership. Should the Liberty Bell Chapter change our membership fee? Should we have variable fees for students, retirees and standard</p> <p>Ray placed an ad for volunteers for newsletter assistant etc. in the newsletter.</p> <p>Ray Davis said that he will be manning an ARMA Liberty Bell Chapter table at the Secureworld Show at Valley</p>
14	<p><u>New Business:</u> .</p>
15	<p>Eileen a motion to end the meeting and the motion was seconded by Pete. The meeting ended at 4:30 pm.</p>

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:

Name

Date

Name

Date