



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

Meeting Minutes	
Group	ARMA Liberty Bell Chapter Board of Directors

Meeting Information					
Meeting Title:	September 24, 2009 Board Meeting				
Meeting Date:	9/24/09	Time:	3:11 pm to 4:06 pm	Location:	Holiday Inn Historic District 4 th and Arch Philadelphia, PA

Meeting Participants : Ray Davis, Carolyn Hessinger, Eileen Reader, John Stubbs and Pete Casey			
Attendees			
Published By	Pete Casey	Date Published	10/21/2009

Minutes/Notes	
Item #	Description
1	<u>Secretary – Approval of Minutes:</u> The Minutes for the May 2009 meeting were approved. Eileen Reader made a motion to approve and it was seconded by John Stubbs.
2	<u>Treasurer’s Report:</u> Eileen Reader submitted balance sheets dated September 22, 2009 and a profit and loss sheet from July 1, 2008 to September 22, 2009. Pete Casey made a motion to approve and it was seconded by John Stubbs. Eileen sent the 990 report to ARMA International.
3	<u>Regional Coordinator’s Report:</u> Pete Casey, Mid-Atlantic Region Coordinator, talked about the upcoming ARMA Conference to be held in Orlando the week of October 12 th 2009.
4	<u>Committee Reports:</u>

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5	<p><u>Program Committee</u></p> <p>Ray Davis, President of the Liberty Bell Chapter gave the Program Committee update. He gave a brief overview of upcoming programs. September's meeting will feature Brendan Sullivan, President of eMag Solutions. The topic will be "Accessing Legacy Data and Migrating to Active Platforms for Unified Information Management."</p>
6	<p><u>House Committee:</u></p> <p>Eileen Reader, House Committee Chair, gave the House Committee update. Tonight's meeting will be held at the Holiday Inn in Historic Old City Philadelphia. All the meetings at the Holiday Inn have been set in the calendar and all that needs to be done is to plan the meal. We will be having two meetings at Williamsons in Horsham. We have dates selected, but we will have to contact Williamsons. Pete Casey has been working on securing a venue for a "field trip" meeting to be held in May. He has contacted the Seaport Museum and would like to schedule a tour of their archives as well as a program concerning converting archival material to electronic records.</p>
7	<p><u>Newsletter Committee:</u></p> <p>Ray Davis, Chapter President and Newsletter Committee Chair, gave a report on the state of the newsletter.</p> <p>Ray mailed the newsletter to 141 members The newsletter contained advertising from Iron Mountain, CTI Imaging, Scan Optics, Munters, and GRM. Content in September's newsletter included a Presidents Message, CRM Corner Article, Ask The CRM Article, Terms and Definitions, 2009/2010 Board Member List, 2009/2010 Chapter Meeting Schedule, and information about the ARMA Conference.</p>
8	<p><u>Publicity Committee:</u></p> <p>Pete Casey read the Publicity Committee report that was compiled by Terri Carline.</p> <p>Publicity Report for September 2009:</p> <p>09/14/2009 - I emailed notice to LBC Address Book (360 names) regarding Sep Chapter Meeting 09/14/2009 - Ken Lazier, Central NJ Chapter, emailed our notice to 54 of his contacts 09/17/2009 - I emailed Ken's notice regarding the Central NJ Chapter meeting to LBC Address Book 09/22/2009 - I emailed 2nd notice to LBC Address Book 09/22/2009 - Ken Lazier, Central NJ Chapter, emailed our notice to 54 of his contacts</p> <p>Respectfully submitted, Terri Carline</p>
9	<p><u>Membership Committee</u></p> <p>Ray Davis, Membership Chair, gave the Membership report.</p> <p>Ray reported that as of September 2009 the membership of the Liberty Bell Chapter is 141 One year ago in September 2009 the membership was 142. ARMA International has not sent any membership reports that break down recent activity regarding new members or expiring members.</p>

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10	<p><u>Scholarship Committee</u> Carolyn Hessinger, Scholarship Committee Chair, reported that there have been no inquires concerning the scholarship.</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 over the summer.</p>
12	<p><u>Website Report:</u> John Stubbs, Liberty Bell Chapter Webmaster, gave an update on the recent activity on the Website. John reported that over the summe” minor upkeep of the website was done which included things like Fireworks on our banner for the Forth of July. John also reported many updates made to the site including:</p> <p>Updated Pages:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Landing Page <ul style="list-style-type: none"> o President’s Blog – Ray Davis, Sept 7th “Welcome Back” o What’s New – September Newsletter, Job Posting, September Meeting, Crossword Puzzle, CRM Test <input type="checkbox"/> Resources/CRM Resources <ul style="list-style-type: none"> o CRM Exam Part 2 <input type="checkbox"/> Resources/Job Postings <ul style="list-style-type: none"> o Senior Manager – Records/Corporate <input type="checkbox"/> LB Chapter/Officers <ul style="list-style-type: none"> o Updated new directors and officers <input type="checkbox"/> LB Chapter/Awards <ul style="list-style-type: none"> o Added Janice Raphael as Chapter Member of the Year <input type="checkbox"/> LB Chapter/Newsletters <ul style="list-style-type: none"> o Added the September Newsletter <input type="checkbox"/> Events

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	<ul style="list-style-type: none"> o Updated calendar of events scheduled for the year o Added a new registration processor <p>John also reported on upcoming projects to improve the website in the upcoming Chapter year including:</p> <p>Projects in progress:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Interactive Online Puzzles <input type="checkbox"/> A more efficient and effective registration process <input type="checkbox"/> Online Technology Glossary <input type="checkbox"/> Online RIM Glossary <input type="checkbox"/> CRM Exams 3, 4 and 5 <input type="checkbox"/> Chapter Store
13	<u>Seminar Report:</u>
14	<u>Old Business</u> Ray placed an ad for volunteers for newsletter assistant etc. in the newsletter. Ray will send another notice.
14	<u>New Business:</u> The ARMA Educational Foundation has inquired about having chapters send items to be used in their silent auction to be held at the ARMA International Conference in Orlando. The board had a discussion about possible items for auction. The Board decided to purchase an Apple Ipad for the auction. Angela Adams has decided to resign from the Liberty Bell Chapter Board. Keith Reynolds has also resigned his position on the board. Janice Raphael also resigned from the Board, but will continue to act as the Chair of the Program Committee.
15	Eileen a motion to end the meeting and the motion was seconded by John. The meeting ended at 4:06 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:

Name Date

Name Date