



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

Meeting Minutes	
Group	ARMA Liberty Bell Chapter Board of Directors

Meeting Information					
Meeting Title:	October 22, 2009 Board Meeting				
Meeting Date:	10/22/09	Time:	3:10 pm to 3:57pm	Location:	Holiday Inn Historic District 4 th and Arch Philadelphia, PA

Meeting Participants :			
Attendees	Ray Davis, John Stubbs, Janice Raphael, Carolyn Hessinger, Bernie Lasoski		
Published By	Pete Casey	Date Published	January 13, 2010

Minutes/Notes	
Item #	Description
1	<u>Secretary – Approval of Minutes:</u> The Minutes for the May 2009 meeting were approved. Janice Raphael made a motion to approve and it was seconded by John Stubbs.
2	<u>Treasurer’s Report:</u> Eileen Reader, Treasurer, was not present to give the Treasurer’s Report.
3	<u>Regional Coordinator’s Report:</u> Pete Casey, Mid-Atlantic Region Coordinator, was informed during the ARMA International Conference in Orlando that the Triangle Chapter is inviting people from throughout the region to join them for a weekend visit to Washington, DC. They booked a block of rooms near the Capitol for the weekend of March 20 – 22, 2010. They plan on visiting museums with a scheduled tour of the National Archives on Monday, March 22.
4	<u>Committee Reports:</u>

Minutes/Notes	
Item #	Description
5	<p><u>Program Committee</u></p> <p>Janice Raphael, House committee chair, gave the Program Committee update. Tonight's meeting at the Holiday Inn is ready to go as scheduled. Tonight's speaker is Caroline Pollard and the topic is Electronic Discovery and Evidence - RIM Responsibility in Litigation Support.</p> <p>November's meeting is a joint AIIM meeting. We have not received information about the speaker and topic, but it will be forthcoming.</p> <p>Janice will contact the seminar speaker, Jeff Lanza, to get more details about the topic and to secure a date.</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>
6	<p><u>House Committee:</u></p> <p>Eileen Reader, House Committee Chair, was not present to give the House Committee update. It was discussed that Eileen has secured meeting places 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>
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. The newsletter was mailed to 135 members. It contained advertising from Iron Mountain, CTI Imaging, Scan Optics, Munters, and GRM. The content of the newsletter included a Presidents Message, CRM Corner Article, Ask The CRM Article, Terms and Definitions, Web Site Update, 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 October 2009:</p> <p>10/13/2009 - I emailed notice to LBC Address Book (360 names) regarding Oct Chapter Meeting 10/13/2009 - Ken Lazier, Central NJ Chapter, emailed our notice to 54 of his contacts 10/19/2009 - I emailed 2nd notice to LBC Address Book regarding our Oct Chapter Meeting 10/19/2009 - Ken Lazier, Central NJ Chapter, emailed our notice to 54 of his contacts</p> <p>Respectfully submitted, Terri Carline</p>
9	<p><u>Membership</u></p> <p>Ray Davis, President of the Chapter and Membership Committee Chair reported that our membership count as of October 2009 is 135 members. In October 2008 membership was 144.</p> <p>Ray reported that we have two new members to the chapter. They will receive an email and phone call welcoming</p>

Minutes/Notes	
Item #	Description
	<p>them to the Chapter.</p> <p>Ray reported ARMA is allowing members to make 2 installment payments instead of a lump sum.</p>
10	<p><u>Scholarship Committee</u></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>
11	<p><u>Library Committee:</u></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>
12	<p><u>Website Report:</u></p> <p>John Stubbs, Liberty Bell Chapter Webmaster, had no new information concerning the Website.</p>
13	<p><u>Seminar Report:</u></p>
14	<p><u>Old Business</u></p> <p>Chapter Bylaws.</p>
14	<p><u>New Business:</u></p> <p>Ellie Kidd submitted her resignation. Ray proposed that we hold a conference call in November to identify new board members. The board members will take a majority vote to fill the positions per the Chapter bylaws.</p>
15	<p>Pete Casey made a motion to end the meeting and the motion was seconded by Carolyn. The meeting ended at 3:57: 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

Action Items			
Item #	Description	Person Responsible	Due Date
2			

Approved:

Name

Date

Name

Date