



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

Meeting Minutes	
Group	ARMA Liberty Bell Chapter Board of Directors

Meeting Information					
Meeting Title:	10/14/2010 Board Meeting				
Meeting Date:	10/14/2010	Time	3:05pm to 4:02pm	Location:	Holiday Inn Historic District 4 th and Arch Streets Philadelphia, PA

Meeting Participants :			
Attendees	Ray Davis, Eileen Reader, Dennis Huston, Pete Casey, Maria Efstratiades		
Published By	Pete Casey	Date Published	11/16/2010

Minutes/Notes	
Item #	Description
1	<p><u>Secretary – Approval of Minutes:</u></p> <p>The Minutes for the September 2010 meeting were approved. Ray Davis made a motion to approve and it was seconded by Maria Estratfiades.</p>
2	<p><u>Treasurer’s Report:</u></p> <p>Eileen Reader, Acting Treasurer, gave us an update on our Chapter treasury. She presented a balance sheet dated October 12, 2010. The balance is \$30,154.51. She also presented a Profit and Loss sheet from July 1st to October 12th 2010. . Ray Davis made a motion to approve and was seconded by John Stubbs.</p>
3	<p><u>Regional Coordinator’s Report:</u></p>

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	Pete Casey, Mid-Atlantic Region Coordinator, gave a report of news from the Mid-Atlantic Region of ARMA. Members of the Mid-Atlantic Region will be meeting informally at the "Region Reception" at the ARMA International Conference in San Francisco on November 6, 2010.
	Committee Reports
4	<p><u>Program Committee:</u></p> <p>Nancy Beauchemin will be our speaker for RIM standards at our October meeting. Maura Dunn will be the speaker for November at the joint AIIM/ARMA meeting. Julie Gable will be our speaker in January. An all day seminar is scheduled for February. March's topic is vital records. AIIM will be hosting the April 2011 meeting. Pete Casey has made contact with the Philadelphia Museum of Art to hold a tour of their archives and a presentation tentatively scheduled for May 19, 2011.</p>
5	<p><u>House Committee:</u></p> <p>Eileen, House Committee Chair, gave an overview of the arrangements made for our upcoming meetings. The majority of the upcoming meetings are scheduled to be held at the Holiday Inn Old City. Our January meeting will be held at Williamson's restaurant in Horsham, PA and the April joint meeting hosted by the William Penn AIIM chapter will be held at the Main Line Chamber of Commerce. May's meeting will include a tour of an archives of the Philadelphia Museum of Art. Plans have not yet been finalized.</p>
6	<p><u>Newsletter Committee:</u></p> <p>Ray Davis, Newsletter Committee Chair, gave a Newsletter status report.</p> <p>The October Newsletter was mailed utilizing the May membership file, which contained 135 members.</p> <p>Due to a change in speakers at the last minute, the newsletter that was posted on the Chapter web site was not the newsletter that was sent out in print format to the members. We were able to stop the distribution of the first newsletter, update the front page to reflect the November speakers, and then send it out. This was done because there was no way to update the newsletter with the new October speaker and get a print edition to the members prior to the October meeting.</p> <p>The October Newsletter was only 4 pages and contained the following sections:</p> <ul style="list-style-type: none"> • Notification of the November Meeting Speaker and Topic • PayPal Notice to encourage members to utilize that method to register for our meetings. • An Ask The CRM Article • Notice for the ARMA International Conference in San Francisco • LB Chapter Seminar Notice with the seminar title and format. • 2010/2011 Board Member List

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	<ul style="list-style-type: none"> 2010/2011 Chapter Meeting Schedule
7	<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 2010:</p> <p>10/07/2010 - 1st email to the LBC Address Book (318 names) announcing the October Dinner Meeting. 10/08/2010 - Ken Lazier emailed our Oct email to his NJ ARMA Members (72 names).</p> <p>10/11/2010 - 2nd email to LBC Address Book regarding our October Meeting. 10/11/2010 - Ken Lazier emailed the LBC Reminder to his NJ ARMA Members. 10/11/2010 - I emailed Ken Lazier's ARMA Central NJ announcement to our LBC Address Book.</p>
8	<p><u>Membership</u></p> <p>Ray Davis, Chapter Membership Chair, gave a membership status report.</p> <p>Ray reported that Chapter membership for October 2010 is 121 members. Membership one year ago in October 2009 was 135 members.</p> <p>The current membership level of 121 members is the lowest amount of members recorded since Ray started tracking membership in September 2005. Our highest member total in that time period was 175 recorded in March of 2006.</p>
9	<p><u>Scholarship Committee</u></p> <p>Carolyn Hessinger, Scholarship Committee Chair, was not present to report on Scholarship.</p>
10	<p><u>Library Committee:</u></p> <p>Ray Davis, Library Committee Chair, gave the report for the Chapter Library.</p> <p>In August 2010, Ray Davis the Chapter's Librarian, embarked on a project to update the Library. The goal was to identify the Library contents, create a new filing system, and provide an up-to-date listing of books listing of books via the Chapter Website by November 1, 2010.</p> <p>Effective September 16, 2010 all the Library contents have been identified, reorganized alphabetically in file folders in a total of 8 boxes, with each of the folders containing a tab with the book/video title for each reference.</p>

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	A number of new selections were just recently received. They need to be added to the Library and then an updated list can be provided to John Stubbs, our Webmaster, for posting to the Chapter Web Site. We will be able to accomplish this by our target date of November 1, 2010.
11	<u>Website Report:</u> John Stubbs, Liberty Bell Chapter Webmaster, was not present to make a Website status report.
12	<u>Seminar Report:</u>
13	<u>Old Business</u> Chapter bylaws – the chapter bylaws still have to be signed by a few board members.
14	<u>New Business:</u>
15	Ray Davis made a motion to end the meeting and the motion was seconded by Maria Efstratiades. The meeting ended at 4:02 pm.

Action Items			
Item #	Description	Person Responsible	Due Date
1			

Approved:

Name

Date

Name

Date