

BOISE VALLEY CHAPTER – ARMA International  
Board Meeting Minutes  
October 9, 2013

Call to Order: 4:38 p.m.

1. Attendees: Amity, Bruce, Jerry, LaShanda, Ron, Andrea
2. Approval of Minutes from September – Jerry moved to approve September's minutes with corrections - all approved
3. President's Report - none
4. Treasurer's Report – Western Recycling renewal check was deposited, and we received Downtown Storage's renewal payment. Ron brought last year's budget with updates and will e-mail to all board members for review and discussion.
5. Standing Committee Reports
  - a. Membership – Carrie (not in attendance)
    - Update on new members, renewals and deletions, 099 Form Expirations – Wayne and Marty – Roster will be adjusted. One new member – Amanda Blumenstein
  - b. Newsletter – Amity
    - Deadline for November Issue – October 18<sup>th</sup> - Amity would like to add any additions you can think of.
    - Reflections Article - no one assigned for this month
    - Advertisers – Renewals – all of prior year's ads have renewed. Waiting on checks from Integra and Cintas  
Amity is working to get region messages. Please send any "Ask the RIM lawyer" to Amity, she will forward to John Isaza.
  - c. Programs
    - October – John Frost will speak on the challenges of managing information hard copy vs. electronic documents. Meeting at URS
    - November – e-mail archiving for Simplot – Meeting at Park Plaza
    - December – Christmas Party – Bruce asked for suggestions by e-mail asap.
    - May – Region Visit – Jenny Winkler
    - Legal counsel NARA - March or April – reconfirm with Dave McDermott.
    - Pat Vice has offered to speak at one of our meetings – need to find out when the best time is for Pat to come. Possibly skip the January meeting and hold a meeting in June.
    - Andrew SanAgustin has offered to speak on any topic.
    - Matthew Rice has offered to speak on social media.

- d. Community Affairs – Dawn and Jerry – Oscar flag raising.  
Christmas – MANA Services gift cards. City Lights – needs size 4 and 5  
diapers. Large need - could start the diaper drive in the new-year.
- 6. Old Business
  - a. Chapter By-Laws revisions – Amity submitted our region and to  
International. We are waiting to see if they will make any changes. Adam  
from International confirmed that he has received the revisions for review.
- 7. New Business
  - a. Chapter Budget – See Treasure's Report.
  - b. Website of the Year – Amity will submit the form.

Adjourn - 5:04pm