

OREGON CHAPTER ARMA
BOARD OF DIRECTORS MEETING
Minutes of 16 August 1990
Time 5:30 Place NIKE

PRESENT:
Leta Winston, President
Nick Hanson, Vice-President
Ellen Witebsky, Treasurer
Linda Beary, Recording Secretary
Scott MacPherson, Corresp. Secretary
Jo Dwyer, Past President
Kathleen Blankenbiller, Dir.-Newsletter
Jeff Bartlett, Dir.-Membership
Alva James, Dir.-Education

CALL TO ORDER:

Leta called the meeting to order at 5:45pm.

MINUTES:

The minutes from the July 12, 1990 meeting were approved as written.

TREASURERS REPORT:

Ellen reported that she had received the books from Dwight as of today; she has no end-of-year report yet. Advised board members to make note of special budget items/requirements because yearly budget will be presented at next (September) meeting. Ellen has not received payment from Boise yet; also mentioned she needs to register her signature.

COMMITTEE REPORTS:

Programs - Nick outlined first meeting - debate on hard copy vs. optical disk at the MAC. Tentative schedule: Oct 8-speaker Richard Hobbs on Records Mgmt in the Middle East; Nov 12-past and present chapter members' involvement in ARMA on the national level and their experiences. The topic of digitizing information to optical disk was also discussed as a possible topic of a meeting.

Education - Alva discussed possibilities of keeping statistics on library usage at meetings; it was agreed that more focus should be placed on the library at chapter meetings.

Membership - Jeff reported that we have a new member who is a city recorder and several other people who have expressed interest. It was agreed that Jeff will get information on new members to Kathleen for the newsletter. Information about ARMA is also spreading to local colleges through instructors. It was also discussed that members should be encouraged to bring a guest/visitor to chapter meetings and following up with a "thank you for coming".

Newsletter - Kathleen said that Bonnie and Mia are helping with advertising in the newsletter. They have mailed out information about rates and size of ads to all vendor members and will presently limit it to 1 1/2 pgs. Kathleen discussed tentative meeting schedule and Linda volunteered to continue "Cub Reporter" article of past meetings, as well as submitting a brief report of Board meetings. Kathleen announced Pat Martin will no longer be available for Jobs Coordinator and that Chris Scott is resigning from IAC.

Misc. - Scott was given key to ARMA post office box to retrieve mail.

NEW BUSINESS:

Chapter Goals and Objectives - Leta reported that people are responding to COUNT ME IN! and volunteering for committees and she will begin designating them to positions. Leta stressed the importance of chapter members getting involved in different activities to achieve our goal of obtaining Chapter of the Year. She will submit our Mission Statement and Chapter Goals for publication in the newsletter.

Budget - Leta researched the purchase of Pagemaker for publication of the newsletter and found the price of \$569 too high. Leta and Ellen will meet to compile budget figures.

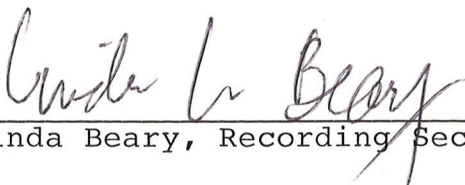
Miscellaneous - Microfilm Service Co. is offering scholarship in the form of a registration fee to the San Francisco conference. Leta proposed sending \$25 to help start new chapters in region; Nick motioned the board approve and Alva seconded and it was approved. Leta mentioned selling chapter sweatshirts for conference; she will research. Leta suggested that a registration fee to the national conference be included in the Chapter Member of the Year Award; Nick motioned to include this fee as a standard item in the budget, Kathleen seconded and it was approved. It was also mentioned that inclusion of the fee with the award should be ammended to the Bylaws. Leta suggested appointing a Conference Coordinator for the Chapter/Region who would keep tabs on where people are staying, dining, etc. at the Conference so other Region members can join in if they so desire.

The meeting was adjourned at 7:10pm.

The next Board meeting is scheduled for September 13, 1990, 5:30pm at Nike.



Leta Winston, President



Linda Beary, Recording Secretary

Oregon Chapter
ARMA International

GOALS

EDUCATIONAL/PROFESSIONAL DEVELOPMENT

- IAC Workshops
- Special Interest Workshops
- Spring Seminar
- Educational presentations at dinner meetings
- CRM Study Sessions

PROJECTS

- Rewrite the Chapter Bylaws
- Chapter Resources Directory
- Submit request to Yellow Pages for "Records" inclusion
- Prepare guidelines for the automation of creation of newsletter
- Submit Chapter name change to International

PUBLIC RELATIONS

- Presentation at local colleges
- Network with other professional organizations

CHAPTER MAINTENANCE

- Retain current membership
- Increase membership by 10%
- Include more members in active participation
- COUNT ME IN!
- Program Interest Questionnaire

OUTSIDE ACTIVITIES/CHAPTER MEMBERS

- Increase member participation at the International level

COUNT ME IN!

It takes a team effort to accomplish goals in any organization. ARMA is no exception. Following are some committees, projects, assignments--simply check off where you'd like to get involved. (More than one choice is encouraged!) Individuals have already offered to work in many of these areas. We figure the more volunteers the better (It is always a good idea to have too many than too few!). If you have any questions, interested in details, or have other suggestions about how you would like to participate, give Leta Winston, 671-2013, a call.

- Maintenance of member and non-member mailing list and provide labels when requested. *Ruth Baker*
- Provide new member and visitor name tags for chapter meetings.
- Publicity of chapter meetings and seminars/meetings.
- Telephone committee *Kris Seufert, J. Bowman, Mia Aguilar, Linda Berta*
- Hospitality committee *D. Kocvar, B. Mitchell, Scott Williams, Linda Burton*
- Registration at dinner meetings *Camille Stark, Linda Bertwell*
- Newsletter layout coordinator (Pagemaker experience preferred)
- Chapter Photographer
- Mailing/Assembling committee for chapter newsletter *Kris Seufert, Camille Stark*
- "Cub reporter" for chapter newsletter
- Monthly feature editor
- Newsletter Advertising Sales Committee *B. Mitchell, Mia Aguilar*
- Format hard copy articles to floppy disk *Ruth Baker*
- Chapter-of-the-Year Award submission committee *D. Kocvar*
- IAC liaison for the Oregon Chapter
- ICRM liaison for the Oregon Chapter

- Job hotline coordinator *B Mitchell, Mia Aguilar*
 - ARMA Membership Resource Directory committee *Kris Siefert, Mia Agui*
 - Oregon Chapter Speakers Directory committee
 - Volunteer for "manning" the booth at Office Systems & Product Shows *D. Schneider, B. Mitchell, Scott Williams, Mia Aguilar, Camille Stark, Linda Bertwell*
 - Program committee: Help select speakers, ~~buy speaker gifts~~ *Mia Aguilar* provide transportation, give introductions, etc.
 - *Plan monthly meetings & special events: Scott Williams*
 - Oregon Chapter Spring Seminar Committee *D. Kocvar, D. Schneider, B. Mitchell, Camille Stark, Jan Schmidt*
 - Bylaws Revision Committee *D. Kocvar, D. ~~Schneider~~*
 - I'd really like to be involved, but I am not certain how. *Joan Boumar, Mike Cranston, Susan Franz*
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- I would like the Advisory Services Coordinator to contact me, I would like to know more about what it can provide me. *Scott Williams*
- I know of an individual or organization that would like to learn more about ARMA. Please contact me. *Linda Bertwell*
- I am interested in giving a tour of my facility and explain my records program--either as a chapter meeting or as a tour between regular meetings.

Next year I would like to be contacted to be considered for the Chapter Board of Directors.

Name _____ Title _____

Company/Organization _____

City/State/Zip _____ Phone _____

Return this completed form to:

Leta Winston
Nike, Inc.
One Bowerman Drive
Beaverton, OR 97005-6453

OREGON CHAPTER

ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS

Board of Directors

1990 - 1991

President

Leta Winston
Nike, Inc.
One Bowerman Drive
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(503) 671-2013
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Vice President

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Treasurer

Ellen Witebsky
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Recording Secretary

Linda Beary
Professional Records Center
2619 N. W. Industrial St, B-2
Portland, OR 97210
(503) 223-9770
fax # (503) 223-9771

Corresponding Secretary

Scott MacPherson
T.I.S. Business Services, Inc.
314 S.W. 4th Avenue
Portland, OR 97204
(503) 222-4229
fax #

Director - Education

Alva James
Sequent Computer Co, Inc.
15450 S.W. Koll Parkway
Beaverton, OR 97006
(503) 627-9825
fax # (503) 526-5797

Director - Membership

Jeff Bartlett
Microfilm Service Co.
1939 N.E. Sandy Blvd.
Portland, OR 97232
(503) 239-0570
fax # (503) 239-0525

Director - Newsletter

Kathleen Blankenbiller
Mentor Graphics Corp.
8500 S.W. Creekside Place
Beaverton, OR 97005
(503) 626-7000, ext 2636
fax # (503) 626-1271

Immediate Past President

Josephine Dwyer, CRM
City of Portland
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(503) 248-4081
fax #

Oregon Chapter of ARMA
Board Meeting
August 16, 1990
5:30 pm - 7:00 pm
NIKE World Campus
One Bowerman Drive
Beaverton, OR 97005-6453
*** 671-2013 *** NEW

AGENDA

Old Business

Minutes of previous meeting
Treasurer's report
Committee reports
 Program
 Education
 Membership
 Newsletter

New Business

Chapter goals and objectives
COUNT ME IN!
Program Interest Questionnaire
Budget Requirements
Miscellaneous

Directions to WORLD CAMPUS:

NIKE's new campus is situated on the corner of Murray Blvd and Jenkins Rd. From Murray turn west on Jenkins. Enter the first driveway to the right. Tell the security guard that you have a meeting to attend with Leta Winston in the Mike Schmidt building. He'll point out the building and where to park. I will be waiting in the reception area. Let me know if you will not be able to attend, otherwise we will keep an eye out for you!