

**THE GREATER PORTLAND CHAPTER OF ARMA  
BOARD OF DIRECTORS MINUTES**

Minutes of 15 April 1993

Time: 5:30 PM PLACE: Spacesaver Specialist

**PRESENT:**

Mia Aguilar, President  
Jacque Jarret, Vice-President  
Linda Beary, Director of Newsletter  
Kris Seufert, Recording Secretary  
Bob Bowlsby, Director of Membership  
Will Graham, Treasurer  
Sue Nelson, Corresponding Secretary

**CALL TO ORDER:**

Mia called the meeting to order at 5:45 PM.

**MINUTES:**

The minutes from the previous meeting were submitted. Jacque moved to approve the minutes, Will seconded. Board approved.

**TREASURERS'S REPORT:**

Will distributed Treasurer's report for the month ending Apr. 15, 1993. Minutes were approved. Will additionally distributed list of persons who have registered for the spring seminar; to date 40 people have registered.

**BUSINESS:**

SPRING SEMINAR: the goal is for 50 people to attend. There should be additional people attending who will probably register at the door.

CHAPTER MEMBER OF THE YEAR: Linda reported that ARMA International has provided criteria to assist in selection of a Chapter Member of the Year; she distributed this. Sue indicated that she would like to see the criteria published in the newsletter. Linda indicated that several persons have approached her and Chris with names of candidates. She is trying to schedule a meeting to discuss these names and make a list of candidates. A decision will be made by the end of April. Since Ruth is not actively participating in ARMA the process has proved difficult. This brought up the issue of what should be done if the previous year's winner is not available or no longer wishes to participate; who would take his or her place on the nominating committee? Possible item for Advisory Committee.

HATS OFF AWARDS: Mia stated that each of us needed to provide her with persons we feel should be recognized for their contribution to ARMA. Each member provided her with names. It

was decided that each Board member would personally acknowledge their person(s) during the Hats Off Award ceremony.

BOARD UPDATES:

Linda: indicated that VA/Jones Associates out of New Mexico would like to take a full page ad in April and May. She will evaluate a charge and contact them. They have missed the April newsletter so will only be able to advertise in the May newsletter.

Jacque: distributed April membership meeting ratings. She has finally received information from Jack Thompson and will put in newsletter. She has received a thank you from Vickie Berndt; this will be put in newsletter. Jacque raised the issue of whether she should indicate on the invitations being sent to past presidents that their meal will be paid by ARMA. Board discussed and agreed that ARMA will pickup the cost of each meal, and that Jacque should indicate this in the invitations.

Kris: indicated that the closing date for ballot receipt was April 12, 1993. Brief discussion by Board of difficulty of obtaining more than one nominee per Board position.

Bob: stated that he will report on chapter's growth at the next Board meeting.

Meeting adjourned at 7:20 PM.

Mia Aguilar  
Mia Aguilar, President

6/9/93  
Date

Kris Seufert  
Kris Seufert, Recording Sec.

6/9/93  
Date

GREATER PORTLAND (OREGON) CHAPTER OF ARMA  
BOARD MEETING  
APRIL 15, 1992, 5:30 PM  
SPACESAVER SPECIALISTS  
639-1030

**AGENDA**

**OLD BUSINESS:**

MINUTES OF PREVIOUS MEETING  
TREASURERS REPORT  
SPRING SEMINAR UPDATE (5MIN)  
CHAPTER MEMBER OF THE YEAR UPDATE  
IDEAS FOR HATS OFF AWARDS

**NEW BUSINESS:**

INDIVIDUAL BOARD MEMBER UPDATES  
MIKE CRANSTON - REGION VP PRESENTATION  
MAY MEETING - PRESENT NEW BOARD, PAST PRESIDENTS, HATS OFF  
ELECTION BALLOTS  
OPEN DISCUSSION



ARMA GREATER PORTLAND CHAPTER  
TREASURES'S REPORT FOR THE MONTH ENDED APRIL 15, 1993



INTERNATIONAL SM

GREATER PORTLAND (OREGON) CHAPTER

CHECKING ACCOUNT :

Balance Forward:

\$2,452.42

Deposits: Revenue:

PAYMENT FOR BLANK STOCK FROM SEMINAR ACCOUNT	\$60.00
CITY OF TROUTDALE - GEORGE MARTINEZ	\$100.00
MONTHLY MEETING & DINNER APRIL 12 ATT. BY 57	\$928.00
FILING SYSTEMS SPECIALISTS - NICHOLAS HANSON	\$100.00
FILING SYSTEMS SPECIALISTS - FRANK ZACONE	\$100.00
POTOCOL SYSTEMS INC. - CHRISTIE ANDERSON	\$100.00
SMI INFORMATION SYSTEMS INC. - JOHN FERDIG	\$100.00
PACIFIC BUSINESS SYSTEMS - RHONDA VALENTINE	\$100.00

-----  
\$1,588.00      \$4,040.42

Expenditures:

RED LION INN MONTHLY DINNER MEETING # 819	\$883.50
LINDA BEARY - NEWSLETTER POSTAGE # 820	\$104.00
ARMA INTERNATIONAL - GEORGE MARTINEZ # 818	\$80.00
FORMAT INC. BLANK STOCK NEWSLETTER # 817	\$138.00
ARMA INTERNATIONAL - NICHOLAS HANSON # 821	\$80.00
ARMA INTERNATIONAL - FRANK ZACONE # 821	\$80.00
ARMA INTERNATIONAL - CHRISTIE ANDERSON # 821	\$80.00
ARMA INTERNATIONAL - JOHN FERDIG # 821	\$80.00
ARMA INTERNATIONAL - RHONDA VALENTINE # 821	\$80.00

-----  
\$1,605.50      \$2,434.92

Balance Forward:

\$538.04

INTEREST

-----  
\$538.04

Seminar Account:

Balance Forward:

\$701.00

REGISTRATION SPRING SEMINAR

\$3,185.00

-----  
\$3,185.00      \$3,886.00

Expenditures:

BLANK STOCK # 201	\$60.00
POSTAGE STAMPS # 202	\$29.00

-----  
\$89.00      \$3,797.00

Cash :

Balance On Hand

\$40.00

Total Assets:

-----  
\$6,898.96

Respectifuly Submitted:

Willie J. Graham

Chapter Treasurer

Greater Portland (Oregon) Chapter • P.O. Box 40004, Portland, OR 97240-0004

# Spring Seminar - Registered

## 4/93

BLANK STOCK FROM FORMAT INC.	
REG. - GERI JENKINS-LINN COUNTY SHERIFF'S OFFICE	\$98.00
REG. - LORI ROWE- SUSSMAN SHANK CAPLAND & STILES	\$98.00
REG. - BONNIE MITCHELL - U.S. BANK	\$98.00
REG. - GAIL WAIBEL - CITY OF HILLSBORO	\$98.00
REG. - BEV SMITH - CLACKAMAS COUNTY	\$98.00
REG. - SARAH E. HAVLIK - M FINANCIAL GROUP	\$98.00
REG. - DARLENE CURTIS - PORT OF PORTLAND	\$98.00
REG. - JOAN BOWMAN - PORT OF PORTLAND	\$98.00
REG. - KRIS SEUFERT - CLACKAMAS COUNTY	\$98.00
POSTAGE STAMP - SPRING SEMINAR	
REG. - ALICIA SHAW-WASHINGTON POWER	\$98.00
REG. - LORI PAYNE - PACIFIC TELECOM	\$98.00
REG. - GEORGE TODD - PACIFIC TELCOM	\$98.00
REG. - LINDA MASCORRO - INTEL	\$98.00
REG. - TINA LOWE - TRI - MET	\$98.00
REG. - SHANNON L. MUNOZ - KAISER PERMANENTE	\$98.00
REG. - JEANNIE SOMMER - NIKE INC.	\$98.00
REG. - KARIN H. WILLIAMS - WEYERHAEUSER CO.	\$98.00
REG. - DEE WOOD - WEYERHAEUSER CO.	\$98.00
REG. - PIPER HOOPER - ALBANY GENERAL HOSPITAL	\$98.00
REG. - SANDI SWARTZENDRUBER-ALBANY GEN. HOSPITAL	\$98.00
REG. - BETH GRIMES - LES SCHWAB TIRES	\$98.00
REG. - LARRY JONES - LES SCHWAB TIRES	\$98.00
REG. - MARK SCHROEDER - FIRST INTERSTATE BANK	\$98.00
REG. - DIXIE STEADMAN - BONNEVILLE POWER ADMIN.	\$98.00
REG. - VICKI NELSON-WOLFE - INTEL	\$98.00
REG. - JACQUE JARRETT - INTEL	\$98.00
REG. - ESTER R. ENO - LANE COMM. COLLEGE	\$98.00
REG. - WILL J. GRAHAM - MULTNOMAH COUNTY	\$0.00
REG. - MIA AGUILAR - WASHINGTON COUNTY	\$0.00
REG. - GARY CELUSTKA - PAYLESS DRUG	\$98.00
REG. - JOSEPH WINKEL - DEPT OF TRANSPORTATION	\$0.00
REG. - VIRGINIA CAREY - DEPT OF TRANSPORTATION	\$0.00
REG. - PAT VARNEY - PI SYSTEM CO.	\$98.00
REG. - AMBRA LEIKER - CITY OF TIGARD	\$98.00
REG. - ROBERTA STONE-C.R. INTER-TRIBAL F. COMM.	\$98.00
RAFFLE REG. - SPRING SEMINAR - DEBORAH JOHNSON	\$49.00
REG. - VICKY LUNDE-JACKSON ED. SERVICE DISTRICT	\$98.00
REG. - DAWN A VREDENBURG - INTEL	\$98.00
REG. - LAURIE LACAPRA - GUNDERSON INC.	\$98.00
REG. - JILL HURST - GUNDERSON INC.	\$98.00
REG. -	
REG. -	
REG. -	
REG. -	
REG. -	
REG. -	
REG. -	
REG. -	
REG. -	
REG. -	
REG. -	

CELL TOTALS

\$3,479.00