



**LIBERTY BELL CHAPTER OF PHILADELPHIA, INC.**  
[www.armamar.org/lb](http://www.armamar.org/lb)

Meeting Minutes	
<b>Group</b>	ARMA Liberty Bell Chapter Board of Directors

Meeting Information					
<b>Meeting Title:</b>	09/16/2010 Board Meeting				
<b>Meeting Date:</b>	09/16/2010	<b>Time</b>	3: 12pm to 3:49 pm	<b>Location:</b>	Holiday Inn Historic District 4 <sup>th</sup> and Arch Streets Philadelphia, PA

Meeting Participants :			
<b>Attendees</b>	John Stubbs, Eileen Reader, Ray Davis, Pete Casey		
<b>Published By</b>	Pete Casey	<b>Date Published</b>	10/13/2010

Minutes/Notes	
Item #	Description
1	<p><b><u>Secretary – Approval of Minutes:</u></b></p> <p>The Minutes for the April 2010 meeting were approved. Ray made a motion to approve and it was seconded by Pete Casey.</p>
2	<p><b><u>Treasurer’s Report:</u></b></p> <p>Eileen Reader, Acting Treasurer, gave us an update on our Chapter treasury. She presented a balance sheet as of \$30,802 as of September 14, 2010. Ray made a motion to approve and was seconded by John Stubbs.</p>
3	<p><b><u>Regional Coordinator’s Report:</u></b></p>

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	Pete Casey, Mid-Atlantic Region Coordinator, gave a report of news from the Mid-Atlantic Region of ARMA. It was decided to purchase and donate two \$50 gift cards for the ARMA Educational Foundation silent auction to be held at the ARMA International Conference to be held in San Francisco. Pete Casey agreed to buy the gift cards for reimbursement.
	<b>Committee Reports</b>
4	<p><b><u>Program Committee:</u></b></p> <p>Colin Cahill 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.</p>
5	<p><b><u>House Committee:</u></b></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 a local institution. Plans have not yet been finalized.</p>
6	<p><b><u>Newsletter Committee:</u></b></p> <p>Ray Davis, Newsletter Committee Chair, gave a Newsletter status report.</p> <p>The September Newsletter was mailed utilizing the May membership file, which contained 135 members. The newsletter was also posted to the Chapter Web Site</p> <p>The look of the newsletter was changed because it has been the same format/look for the past 5 years. Starting with the September 2010 newsletter and continuing for the remainder of the season, the cover of each newsletter will have a different look and format to keep it fresh for the members.</p> <p>The September Newsletter was only 4 pages and contained the following sections:</p> <ul style="list-style-type: none"> <li>• Notification of the September Meeting Speaker and Topic</li> <li>• PayPal Notice to encourage members to utilize that method to register for our meetings.</li> <li>• A Note from Preston Shimer from the ARMA Educational Foundation thanking us for our Chapters contributions to their fund from our 2009-2010 season.</li> <li>• Notice for the ARMA International Conference in San Francisco</li> <li>• LB Chapter Seminar Notice with the seminar title and format.</li> <li>• 2010/2011 Board Member List</li> <li>• 2010/2011 Chapter Meeting Schedule</li> </ul>

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7	<p><b><u>Publicity Committee:</u></b></p> <p>Pete Casey read the Publicity Committee report that was compiled by Terri Carline.</p> <p>Publicity Report for September 2010:</p> <p>09/07/2010 - 1st email to the LBC Address Book (318 names) announcing the 2010-11 Season Opener Meeting.  09/08/2010 - Ken Lazier emailed our Sep email to his NJ ARMA Members (72 names).  09/13/2010 - 2nd email to LBC Address Book regarding our Sep 16th Opening Meeting.  09/13/2010 - Angel Ramos requested a favor to please email their NNJ Meeting Announcement to our distribution due to Labor Day conflicts and VP-Programs vacancy.  09/13/2010 - Ken Lazier emailed the LBC Reminder and the NNJ Chapter Announcement to his NJ ARMA Members</p>
8	<p><b><u>Membership</u></b></p> <p>Ray Davis, Chapter Membership Committee Chair, gave a report on the state of the Chapter Membership.</p> <p>Chapter membership for September 2010 is 126 members. Membership one year ago in September 2009 was 141 members.</p> <p>Our current membership total, 126 members, is the lowest figure we have seen since we began tracking membership numbers in September 2005. Our highest total membership was 175 in March of 2006. Ray will be making an initiative to contact the “99” members in our area. The 99 members are members of ARMA International, but are not affiliated with a Chapter.</p>
9	<p><b><u>Scholarship Committee</u></b></p> <p>Carolyn Hessinger, Scholarship Committee Chair, was not present to report on Scholarship.</p>
10	<p><b><u>Library Committee:</u></b></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 the members an up-to-date list of available books through the Chapter Web Site by October 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> <p>A number of new selections were just recently received. They need to be added to the Library and an updated list</p>

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	will be provided to John Stubbs, our Web Master, for posting to the Chapter Web Site.  We will be able to accomplish this by our target date of October 1, 2010.
11	<b><u>Website Report:</u></b>  John Stubbs, Liberty Bell Chapter Webmaster, gave an update on the status of the website. John updated the events page. John has also made updates for the president's blog and news. He intends to update the page for the "fall" season.
12	<b><u>Seminar Report:</u></b>
13	<b><u>Old Business</u></b> Chapter bylaws – the chapter bylaws still have to be signed by a few board members.
14	<b><u>New Business:</u></b>
15	John Stubbs made a motion to end the meeting and the motion was seconded by Pete Casey. The meeting ended at 3:49 pm.

Action Items			
Item #	Description	Person Responsible	Due Date
1			

Approved:

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Name

Date

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Name

Date