

**ARMA International Atlanta Chapter
Board of Directors Conference Call Meeting Minutes
February 12, 2008**

Board Attendees:	Chairperson	Jerry M. Van Loozen, CDIA
	1st Vice President	Joe Pearson
	2 nd Vice President	Tamara Livingston, Ph.D., C.A.
	Treasurer	Tera N. Ladner
	Director 2006-08	Cherise Forbes
	Director 2007-09	George Brodnax

Absent:	President	Mary Anne Fry
	Secretary	Sheila Berkenkamp

Call to order:

The meeting was called to order by Jerry M. Van Loozen at 12:12 p.m. It was held via conference call. There was a quorum. Tera will take minutes in the place of Sheila.

Adoption of the Agenda

The Agenda was accepted on a motion by Tera Ladner, seconded by Cherise Forbes and approved for use by the Board.

Adoption of Minutes

December minutes have not been received by the board for approval – January minutes were approved via email and posted to the website.

Adoption of the Treasurer Report

Treasurer report was accepted and unanimously approved.

Old Business:

Spring Seminar

- Going well
- Website ready for seminar
- GA world congress website for info directions -- referred to 2 hotels next door - Embassy Suites/Marriott
- Earl doing marketing - listserv postings
- Ryan helping to sign up vendors -- providing 2 attendee tickets (lunch) to vendors who buy a booth
- Exhibit space/vendor space looks good
- Signage from front door to event
- Giving parking passes to Jerry, Tera, Ryan and Eric

Vendor Strategy

- 1/29 meeting -- meeting with vendors spearheaded by Pete Smith
- Approximately 12 attendees
- Overwhelming desire for directory
- Maybe have this meeting 1-2x/year
- Will discuss much more at the board retreat

Reports

Joe Pearson

- Mary Anne requested to discuss survey results further at the retreat
- Joe to send out blast Thursday morning for meeting

Tamara Livingston

- Working with Earl for seminar marketing

George Brodnax

- Will be contacting new vendors
- George presents a motion that we fill our vacant director position with Pete Smith. Pursuant to our By-laws, the board can fill an empty position with a majority vote. All approved.

New Business:

Board Retreat

- Will work on agenda for the retreat - all board to have input

Meeting adjourned at 12:54 pm.