GWDC ARMA VIRTUAL BOARD OF DIRECTORS MEETING

Tuesday, September 2, 2013

In attendance:

Darren Bruening

Paula Blake

Rahim Briggs

Susan Brown

Chris Glasper

Mark Moore

Averi Roberts

Ashera Stanton

The meeting was called to order at 12:30 P.M., with a quorum in attendance.

The budget is tabled until October. Both July and August minutes were approved. We will have a space on our new website for minutes as a PDF page for Chapter members. Minutes will still be sent out by email for edits/approval. Once approved, they will go on the web.

WEBSITE

We have contracted with Gallop Web Services to develop our site. The old web will be used as a placeholder. A link will be placed on it directing members to the new site. The cost proposal was signed and

the Treasurer will send the payment. We have selected a 10 page design template. They require a $1200 deposit to begin.

The domain we will purchase is:

 GWDCARMA.org

We may also purchase 3-4 Washington, DC iconic stock photos. Our plans are to unveil the new website at the October Chapter meeting.

All BOD members need to send ideas for the 10 page tabs to the Webmaster.

Suggestions are Sponsor page/advertising, e-commerce, photo gallery, calendar, BOD bios/contact info. From our contact, Kathi Watts

 Gallop Web Services" <kwatts@gallopwebservices.com

p: 540.338.8511 | c: 571.271.3724

  To recap our conversation, the design you selected is #00132, details of which are viewable on our portfolio at http://portal.gallopwebservices.com/portfolio. I have also attached a PDF of the design for your records and to share with the committee.

We discussed items needed from the website committee, including:

• A signed copy of the contract and $1200 deposit (1/2 of the fee to get started with setup of hosting, purchase of the domain, etc)
• 10 page content (text and images, if any)
• GWDC Logo (if there is one), or confirmation to use GWDC Arma as text along with the Arma Int'l logo. (This is how is used on the current website. We would use fonts that are complimentary to the chosen design).
• Confirmation of the domain, gwdcarma.org (please let me know if this is indeed the domain you wish us to purchase).

You have indicated you would like 3-4 iconic photos of the nation's capitol on the website's home page slider and that the committee is willing to pay for stock images, if necessary. I will see if I can find some free quality photos and will let you know what I find.

MEMBERSHIP

We have received 3 applications for the ARMA Conference scholarship. Names will be removed and letters will be sent out to vote for the recipient.

When someone joins our Chapter, they receive a welcome letter and coupon to attend 1 Chapter meeting for free. The coupon will be used to track how many new members take advantage of this. The 099 members join ARMA Int'l, but not a Chapter.

We need to work on welcoming our new members. We can have them stand and be introduced, or we can introduce the BOD and have them seek us out. There are pros and cons for both of these ideas.

SPONSOR FEES

We discussed and approved raising the Sponsor fee to $250 plus a $50 door prize. We will be able to offer some type of sponsor exposure on our new site.

PROGRAMS

Jeff Ritter is the speaker for September 18 at Bryan Cave. The Evite will be sent out. The room at Bryan Cave should be set up classroom style.

MISCELLANEOUS/TO DO

Please remember that all emails should be professional, since they are sent to our office e-mail. Our new web will have a GWDC email for all BOD members.

We have 60% of venues for our meetings.

We voted and decided upon purchasing a Kindle for the Silent Auction for the ARMA Int'l Conference.

*Send ideas for 10 web pages to webmaster

*Firm up sponsorships and info for Programs

*Update sponsor forms

*Vote on scholarship applicants

*Send Evite

*Make template to track attendance

*Send out minutes

*Buy Kindle with chapter debit card

*Send previous vendor distribution list

The meeting was adjourned at 1:10 P.M.

Respectfully submitted,

Secretary, GWDC ARMA