

# Louisville Chapter



March 20, 2013



## Chapter Website

Louisville Chapter has a website:  
<http://louisville.arma.org>  
Contact person: Tammie Mills

## Next Meeting

Join us at the Uof L University Club and Alumni Center on **April 16, 2013**. Regular meeting time is 11:30 and parking is free! Join us for lunch and the opportunity to network and learn from a variety of informational speakers.

April Speaker is Dale Gibbons and he will be speaking on Continuous Improvement.

RSVP by noon on 4/11 for April 16th meeting to [ADobelstein@thedatavault.com](mailto:ADobelstein@thedatavault.com)

Link for directions to University Club  
<http://www.uclublouisville.org/location/>

## Meeting Information

**Cost:** \$25 for Non-ARMA members and \$20 for ARMA Members

**Guest Policy:** When you bring a guest for a luncheon meeting, it is \$25 for lunch and the meeting. As the member, you will only pay \$10 for the meeting. You can bring as many guests as you wish.

If you reserve a lunch you will be **charged** for a **NO SHOW** without cancellation. Confirmation is due the Thursday prior to the meeting by noon. Add-ons are no problem.



### Chapter Leader of the Year Award

Who was the most outstanding leader in your chapter last year? In evaluating the candidates, emphasis is given to the leader's participation in and contribution to the chapter and region and/or ARMA International activities. The outstanding leader is also a person who has supported and promoted ARMA International objectives.

### Chapter Member of the Year

Who was the most outstanding member in your chapter last year? The person you select for this award should be the individual who had the highest level of contribution to your chapter's activities and best supported and promoted ARMA International objectives. The Chapter Member of the Year is recognized at the ARMA International Awards Event held during the Annual Conference and Expo.

## Board Members

Office	Name/E-mail	Work #/Alternate #
President 2013	Mary Arnold <a href="mailto:marnold@wyattfirm.com">marnold@wyattfirm.com</a>	502-562-7256 812-734-1931
Vice-President 2014	Tammie Mills <a href="mailto:tammie.mills@yum.com">tammie.mills@yum.com</a>	502-874-6272 502-930-5392
Treasurer 2014	Yvonne Wathen <a href="mailto:yvonne.Wathen@yum.com">yvonne.Wathen@yum.com</a>	502-874-8498
Secretary 2013	Andy Dobelstein <a href="mailto:adobelstein@thedatavault.com">adobelstein@thedatavault.com</a>	502-244-1151 502-553-5141
At Large 2013	Eva Bush <a href="mailto:eva.bush@e-farmcredit.com">eva.bush@e-farmcredit.com</a>	502-420-3808 502-640-0966

## ARMA Membership

You can begin or renew your ARMA membership by applying online or filling out an application.

- [www.arma.org/](http://www.arma.org/) ARMA Headquarters
- ARMA email address: [headquarters@armaintl.org](mailto:headquarters@armaintl.org)
- 800.422.2762 or 913.341.3808
- [www.armaedfoundation.org](http://www.armaedfoundation.org) Great resource for information!

# Board Member Duties

## A. President shall:

1. Preside at meetings of the Board of Directors and of the members.
2. Appoint the chairs of all standing committees with the approval of the Board of Directors.
3. Appoint all special committees
4. Be an ex-officio member of all committees except the nominating committee.
5. Prepare agenda items and forward to board members with the meeting notice.
6. Consult with the Board of Directors on matters of chapter policy and the development of annual goals and objectives.
7. Exercise general supervision over the affairs of the Chapter.
8. Be responsible for the enforcement of the Bylaws and all directives of the Board of Directors.
9. Communicate with committees and assist in special projects
10. Report information received from the Association and interpret instructions, recommendations, and suggestions received from the Association to directors, officers, and committee chairpersons
11. Receive report from committees and obtain necessary action by the Board
12. Forward reports to the Secretary for chapter records
13. Represent the chapter in relations with other professional, business and service organizations
14. Represent the chapter in relations with the region and the Association
15. Prepare special reports on chapter activities and deliver to his/her successor in office all books, papers, records, and other property of the Chapter for which he/she is or may become responsible.

## C. Secretary shall:

1. Record the minutes of all meetings of the Board of Directors and the membership and send a copy of the minutes to the President within 10 days following the meeting.
2. Preserve all books and papers belonging to the chapter.
3. Conduct the official correspondence of the chapter.
4. Maintain chapter records in accordance with the retention and disposition schedule.
5. Under the direction of the Nominating Committee, prepare ballot of slate of nominees and present to members.
6. Distribute to the Board of Directors copies of the record of proceedings of all meetings and perform such other duties as may be assigned by the President and/or the Board of Directors.
7. Contact, schedule, be initial contact for all meetings.

*Nominations  
due by April for  
May Election*

