

**ASSOCIATION FOR INFORMATION AND IMAGE MANAGEMENT
INTERNATIONAL
NEW ENGLAND CHAPTER
BOARD OF DIRECTORS MEETING, AUGUST 19, 2005**

A conference call of the executive committee and board of directors of the Association for Information and Image Management, New England Chapter was held Friday, August 19, 2005.

MEMBERS ATTENDING

Ed LoTurco
Ann Caputo Kirby
Debbie Bodemann
Bob Williams
Tracy Smith
John Chickering
Paul Montesino
Hikyu Lee
Brian Benedict
Tom Bourke
Barbara Casaly

Meeting was called to order at 8:36 am and the agenda was distributed via email.

Report of the 2005/2006 Board Planning Session – June 24, 2005:

- Few people in attendance, with a full slate of events for the chapter,
- Russ Edelman signed up Corridor Consulting for a sponsorship at the Sept 13th 36th Anniversary event.
- Both Russ Edelman from Corridor Consulting and Brian Benedict from InfoCurrent were voted in as our newest Board members. Both becoming members of our Program Committee
- Larry McGonagle has resigned from the board due to job conflicts, but Ed has left the door open if he wishes to return.
- The “Best Chapter Event of the Year Award” the New England Chapter received at this years Leadership Conference was actually for two events. The HMS 2004 Golf Benefit and the 35th Anniversary Dinner – Debbie will post this info on our website.
- Next AIIM International Board Meeting Sept 15 & 16, Sonoma California. Ed requested all board members to feel free to direct any concerns or questions to him or Bob Zagami as it relates to the Association.
- Reminder: Your responsible to notify Ann for all contact changes to Master Board listing.
- Ed requested we establish a “Chapter Awards Committee” this includes a Chair (officer of the board) and two committee members. This committee will be responsible for finding candidates for AIIM National Awards and assisting people to fill out the appropriate forms for submittal. This committee will canvas the at-large Professional Members through an email. Brian Benedict has stepped up to be a member of this Committee, so we need one more person and a Chair.
- Ed wanted to make sure everyone was on top of their membership renewals and to be punctual with their renewal as it also affects their position on the board.
- We will be receiving a magnetized badge with the new logo. You must pick them up at our next Chapter event. They will be completed on September 9th and will be available at the Sept 13th meeting. (if you lose it there will be \$4-6 charge to replace it)
- Chapter Committee Meetings – It is important that all committee members attend all their committee meetings. Please try to attend and we are looking for additional board members to join the Membership Committee so encourage new Professional members to join.
- Ed reminded the board that individuals should be considering two key positions that will need to be filled at the end of year Chapter elections. Both the President and the treasurer positions for 2006/2007 will be open. Board members should start thinking about running for one of these positions and both Ed & Paul are willing to work early with anyone interested in transitioning into either position during this Chapter year. It is a two year commitment.

Treasurer Report

- Total cash active \$18, 533.00
- After expenses and expected sponsorship deposits we stand at \$15, 210.00
- FYI - Up until now if person made a credit card donation the chapter would loose 10% in card transaction fees, requesting that individuals pay by check. The board made the decision, due to the cost and time disadvantage with company accounting offices, it was to everyone advantage to continue with credit card donations.

Program Report

- Terri has sent out Email Blasts through AIIM National for our 36th Anniversary Event
- Registration for the September event is online. A Program Committee conference call will be set up for the last minute details for this event.
- The Chapter Year Program has been sent to print, and will be ready for the September event – thanks to Jim Loveridge and the Mellon Financial Print Shop Team.
- Sponsorships are still being locked in for the 36th Event with two companies registered as sponsors to far: Corridor Consulting & Source Corp.
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Sponsorship

- Ed says Sponsorship Committee needs to step up and fill the sponsorships for all events early this year! The program committee seems to be bringing in the sponsorships. We thank them for it but we need to fulfill sponsorships for the rest of the year.
- Ed considering moving Sponsorship Committee under the Program Committee because they will work together much better as one unit. Last year was a similar problem.
- With a program title already in place for each event we should be aligning sponsors up based on their strengths in Compliance, Healthcare, Security, etc...

Webpage

- Debbie is working on updating our web page establishing new information. She is also working on trying to keep our emails private so that we don't get unwanted emails.
- Debbie requested help from other board members to get pictures from the golf benefit and to get new members and renewal names posted from the Membership Committee.
- Trying to consolidate information into one place as a reference for the board members

Membership

- Martha is working to rebuild the Membership Committee and increase our membership. We are looking for new committee members to be part of helping to build our membership so get your thinking hats on and get us two more members to our board under Membership Committee.

Golf Benefit

- Golf Benefit will be at **Oakley Country Club**, Watertown, MA on **July 17, 2006 at 1 pm**.
- Early feedback has been positive for being later and closer to most individuals
- Great job Golf Committee

Other issues

- None

Motion to adjourn was passed and seconded at 10:12AM

Next board meeting is scheduled for October 14th - 8:30AM to 10:00AM (Check Web Page calendar for all Board meetings). They are all posted for the entire year.

Respectfully submitted,

Ann Caputo Kirby
Recording Secretary

