



Arizona Central Chapter Meeting Minutes

January 31, 2014
9am to 10am
Board Meeting

Meeting called by: Ken Davis, President **Note taker:** Katie Cormier, Secretary

Attendees: Ken Davis, President Patricia Villarreal, Director
Patricia Reasbeck, Vice-President Chris Hall, Director
Risa Simonis, Treasurer Marcia Philpott, Director
Katie Cormier, Secretary

Absent: Sandy Little, Director

Minutes

Agenda Item: Duties & Expectations of the Board Members

Discussion:

Ken discussed the duties of the board members, which are detailed on the agenda. The Secretary keeps minutes of board meetings, which will be approved at the next board meeting. Katie will now send out the monthly meeting notice sign-up emails since she collects the RSVPs. The Treasurer will manage the finances and report on these at the end of each board meeting. Directors are to be on committees and be involved with the board.

| Action items | Person responsible | Deadline |
|--|--------------------|----------|
| ✓ Ken will send Katie the email list for the monthly meeting notices | Ken | 2/7/2014 |

Agenda Item: Programming (e.g., educational, informational, networking, etc.)

Discussion:

Chris Hall has volunteered to chair the programming committee. Further discussion was centered around creating more committees and involving associate members on these committees. Pat R. advised that the RIMS national by-laws do not require a board member to be the committee chair. Chris advised that he would like to try a different approach with the topics to balance a variety of topics that interest all Risk Managers. Chris will contact Risk Managers to find out why they are not showing up to meetings to see if there is a way we can improve and what topics would interest them.

| Action items | Person responsible | Deadline |
|--|--------------------|----------|
| ✓ Develop more formal committees, i.e. membership, programming, golf tournament. | RIMS Board | 4/1/2014 |
| ✓ Ken will send the membership contact list to the board | Ken | Complete |

Agenda Item: Focus on membership development: How can we recruit prospects?

Discussion:

It was agreed that developing the committees would help with this effort. The committees could speak at the chapter meetings on their progress once they are developed. In addition, if we work to get the risk managers back to meetings, this will drive the associate members back as well.

Risa suggested we look at what the Public Risk Management Association (PRIMA) does for their meetings as a guide. It was also suggested to invite the AZ PRIMA president to our meeting and solicit feedback.

| Action items | Person responsible | Deadline |
|---|---------------------------|-----------------|
| ✓ Ken will make a general announcement at the next chapter meeting that we are setting up committees and are looking for volunteers: membership, programming, golf tournament committees. | Ken | Complete |
| ✓ Risa will ask her contact at PRIMA about their meetings and possibly invite to our chapter meeting. | Risa | 2/21/2014 |

Agenda item: How can we welcome new members and keep them interested?

Discussion:

Ken advised that at other society meetings the president would ask if there are any new members or guests and to introduce themselves. It was agreed that right now the same people come to the chapter meetings.

Agenda item: Chapter's Website updates

Discussion:

Katie volunteered to work on the website. This will help bring more interest into the chapter. It was also discussed if everyone was ok with posting the membership chapter sponsorship on the website. Everyone agreed that would be beneficial.

| Action items | Person responsible | Deadline |
|---|---------------------------|-----------------|
| ✓ Katie will schedule time with Ken for a quick overview of the website | Katie | 2/21/2014 |
| ✓ Ken will update the golf tournament date on the website | Ken | Complete |

Agenda item: Treasurer's report/Financial and budget information

| Action items | Person responsible | Deadline |
|--|---------------------------|-----------------|
| ✓ Risa will advise on the treasurer's report at the next board meeting | Risa | 3/7/2014 |

Other: Golf Tournament

Discussion:

The next Golf Tournament committee conference call will be held on Wednesday, February 5th at 3:30pm.

Other: Western Regional Conference

Discussion:

Chris asked if our chapter was required to hold a Western Regional conference. Pat advised that chapters volunteer to hold the conference and we are not required. There has been discussion in the past on partnering with Vancouver; however, you have to have a base of money that the chapter does not have, and you should have a large chapter to support the conference. It was agreed that we have other areas to focus on as a chapter and would not consider holding the conference in the near future.

Other: Processing credit card payments

Discussion:

Marcia asked if there would be any issue with getting a square to process credit card payments. The app is free and the charge is 2.75% per swipe. It was suggested that members who want to use credit card for chapter meetings could be charged the processing fee. Being able to process credit cards for the golf tournament would be very beneficial as people that show up normally do not carry cash.

Update: Marcia sent the credit card processing information after the board meeting. A vote was carried out thru email and everyone voted yes to acquiring the square so the chapter can process credit cards.

Action items

Person responsible

Deadline

✓ Marcia will get more information on the square and present at next board meeting.

Marcia

Complete