

**Meeting Minutes of the Central Missouri Chapter
Association of Records Managers and Administrators, Inc.
April 24, 2007**

The Board of Directors of the Central Missouri Chapter of ARMA convened at MOSERS in Jefferson City following a tour of Scholastic, Inc. in Jefferson City. Present for the Board meeting were members JoAnn Looten, Michael Shellman, Connie Harper, Carmen Tinker, and Mary Lou Stegner and Craig Kelso, our region coordinator. Meeting evaluations were distributed and later collected by JoAnn.

Call to Order was made by President, JoAnn Looten, at 2:45 p.m.

Minutes from the March meeting had been distributed by Mary Lou via email and paper copies were available. Michael moved the minutes be approved. Carmen seconded the motion and they were approved by a voice vote.

Treasurer's Report for March was presented by Connie. The balance as of March 22, 2007, was \$4,677.87. This included deposits for two memberships (\$40.00) and the deposit of the seminar sponsorship donation from Shred-it (\$200) and three registrations from MOSERS for the Spring Seminar (\$323.00). Carmen moved the report be approved. Michael seconded the motion and it was approved by a voice vote.

Membership Update for March shows 32 members. The newest member is Mike Himmelberg with the Missouri Hospital Association in Jefferson City. In reviewing the Member and 099 Lists, Michael offered to email the three members and three "099" individuals in the Springfield area sharing their email addresses as they might want to carpool to some of our meetings.

Website is up and still kicking.

Old Business:

Chapter Archives – Connie will be completing the assembly of the Heartland Seminar items she has and will pass them to John Larkin when she is finished.

Chapter Bylaws – No word has been received.

Spring Seminar –

Budget amounts were updated and penciled in and will be emailed by JoAnn to all Board members. It tentatively appears we could clear about \$1,400 from this effort. Mail and More donated \$258.95 for their cost relating to the mailing of brochures.

Assignment Sheet was reviewed and updated. It appears all items are being handled. The updates will be emailed by JoAnn to all Board members.

Food Committee still needs to determine the food and approximate costs for the continental breakfast and breaks sponsored by Shred-it and IKON. Anticipated approximate cost is \$100. Mary Lou, Carmen, and Connie will check with our sponsors about a short presentation at the seminar during the lunch time.

Registration updates will be sent to Board members by Connie. Currently, there are 15 members and 3 non-members registered.

20th Anniversary Celebration – (June 19, 2007) The revised list of founding members and mailing addresses was distributed. Invitations (JoAnn will email the final draft) will be mailed after the May meeting to those founding members with accurate addresses.

Connie distributed the menu choices available at Jack's. We selected the Sliced London Broil (with sautéed mushrooms), Honey Grilled Chicken, Kansas rice, broccoli casserole, and tossed greens salad with choice of dressing.

JoAnn again asked that anyone with old pictures to please bring them so Craig can pull together a slide show. Board Meeting is set for 4:30 p.m. to 5:30 p.m., Social Time starting at 5:30p.m., and Dinner starting at 6:00 p.m. Evening activities will include the slide show, recognition of our founding members, installation of new officers, and Chapter Member of the Year recognition followed by the ARMA bucks auction.

ARMA International Region Leadership Training Grant Policy Status – JoAnn received word today (4-27-07) that our chapter application was approved.

Membership Recruitment Campaign – JoAnn forwarded our prospective member list to ARMA Headquarters who will be promoting ARMA membership for the local chapters.

New Business:

Leadership Training – Craig noted this year's leadership Training July 12 – 14 in Des Moines, IA, should be great! Registration is \$200 per person. Craig will be attending.

Discussion centered on who the Chapter wanted to sponsor with the approved Leadership Training Grant and those members who could be sponsored by their employers.

Motion – Mary Lou moved that the Central Missouri Chapter of ARMA sponsor Connie or Sue— depending on their availability to attend. If neither is available, we could help with some of the expenses of Sally or Carmen who are both hoping to attend. The motion was seconded by Carmen and approved by a voice vote.

Officer Elections – Sue sent word via JoAnn that Sally Hager was elected treasurer and Connie Harper was elected as Board Member at large, each for two-year terms. Installation will occur at our June meeting. Sue will also announce the recipient of the Chapter Member of the Year Award at the June meeting.

Potential 2008 Meeting – Connie suggested we might want to pursue a tour of the Forensics Lab in Jefferson City for one of next year's programs.

May Board Meeting will be held at MFA, Inc., following our Spring Seminar on May 15.

Adjournment occurred at 3:40 p.m. with a motion from Michael, a second from Carmen and approval by a voice vote.

Respectfully submitted,

Mary Lou Stegner, Secretary