

**Meeting Minutes of the Central Missouri Chapter
Association of Records Managers and Administrators, Inc.
August 16, 2006**

The Board of Directors of the Central Missouri Chapter of ARMA met at MFA, Inc., in Columbia. Present were JoAnn Looten, Michael Shellman, Connie Harper, Sue Hilkemeyer, Carmen Tinker, Sally Hager, Craig Kelso, and Mary Lou Stegner. Willie Jones was also present.

Call to Order was made by President, JoAnn Looten at 2:05 p.m.

Minutes from the July meeting were distributed by Mary Lou Stegner and reviewed. Craig noted a correction under Old Business that he had a 15-year plaque for the archives, rather than 15 plaques. Sue moved the minutes be approved as corrected. Carmen seconded the motion and they were approved as corrected by a voice vote.

Treasurer's Report (copy available) was presented by Connie Harper. The balance as of July 25, 2006, was \$3,367.23. Connie noted all checks which have been written have been negotiated. Mary Lou moved the report be approved as presented. The motion was seconded by Sue and approved by a voice vote.

Membership lists were distributed by JoAnn showing we are holding at 29 members. Craig still hopes to contact Krystal Metzethin to see if she wants to join.

Web site duties have been handed to Craig from JoAnn. Craig has changed everything to his name and updated the domain name, with WebDomains4u.com, for two years for \$18.00 and updated the Internet Services Provider with Computech for one year for \$105.00. It is his understanding that we can get more space for less money; possibly only \$76.00 next year.

Old Business:

Chapter Archives - Craig brought the 15-year plaque for the archives. Connie will finish organizing the treasurer's reports and forward them to John Larkin to add to the information already archived at the Western Historical Manuscripts Collections with the University of Missouri.

Heartland RIM Seminar - Craig informed the Board that the St. Louis ARMA Chapter had voted at their August 4 meeting to discontinue the Heartland Seminar.

Connie moved that Central Missouri ARMA Chapter discontinue the Heartland Seminar and divide the bank balance of \$74.18 with the St. Louis Chapter. The Heartland committee will have a conference call to finalize the dissolution and close the bank account. The motion was seconded by Michael and approved by a voice vote.

Calendar for 2006-07 currently is as follows:

<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Location</u>
September 19, 2006	2 p.m.	Samaritan Center Tour	Jefferson City, MO
		Bring non-perishable food items	
October 17, 2006	2 p.m.	Preparing for the CRM Exam	Boone County Bank, Columbia, MO.
		Craig Kelso, Greg Schildmeyer, and other chapter members will present.	
November 14, 2006	1 p.m.	Reports from ARMA International	PSRS, Jefferson City, MO
		Chapter attendees will present	
December 19, 2006	6 p.m.	Christmas Party at Madison's	Jefferson City, MO.
January 16, 2007	2 p.m.	(Tentative) Tour of Scholastic	Jefferson City, MO
February 20, 2007	2 p.m.	(Tentative) Tour of MU Library System	Columbia MO
March 20, 2007	2 p.m.	The Records Management Challenge –	MOSERS, Jefferson City, MO
		The Pathway to Paperless by JoAnn Looten	
April 17, 2007	2 p.m.	(Tentative) Tour of Boone Hospital	Columbia, MO
May 15, 2007	TBA	Full Day Seminar	(Tentative)Columbia, MO??
June 19, 2007	TBA	Awards Banquet/ARMA Bucks Auction	Columbia, MO
		Jack's Gourmet Restaurant	

NOTE: Board meetings will follow the meetings except on December 19 and June 19 when Board meetings will precede the meetings.

Chapter Bylaws, sent to ARMA International for review by an outside parliamentarian, were distributed. The suggested changes (copy available) in language and structure were distributed for discussion and approval. After discussion and thorough review by the Board, Michael moved we accept the edits provided by ARMA International. Connie seconded the motion and it was approved by a voice vote.

Craig will contact the ARMA Regional leadership to let them know the recommended changes were accepted by the Board and he will post the revised copy on the website. Craig will check on the Articles of Incorporation referenced in the Bylaws.

New Business:

Leadership Conference Fees - Craig asked for discussion about the chapter continuing to pay all expenses for one board member to attend Leadership Conference because of our current financial picture. He did note that attendance scholarships are often available from some of the larger chapters. The Board tabled any action on this item until spring.

MDA - Willie Jones noted he is participating in raising funds for MDA and will be requesting help from the ARMA membership.

Adjournment occurred at 3:10 p.m. following a motion from Michael, seconded by Sally, and approved by a voice vote.

Respectfully submitted,

Mary Lou Stegner, Secretary