

**Meeting Minutes of the Central Missouri Chapter  
Association of Records Managers and Administrators, Inc.  
August 27, 2007**

The Board of Directors of the Central Missouri Chapter of ARMA convened at McDonald's in Ashland. Present for the Board meeting were members JoAnn Looten, Michael Shellman, Connie Harper, Sue Hilkemeyer, Sally Hager, Carmen Tinker, and Mary Lou Stegner and Craig Kelso, our region coordinator.

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

**Minutes** from the July meeting had been distributed by Mary Lou via email and paper copies were distributed by JoAnn. Sue moved the minutes be approved. Sally seconded the motion and the minutes were approved by a voice vote without opposition.

**Treasurer's Report** for July (balance of \$5,546.60 as of 7-24-07) was presented by Sally. Sally noted all checks have cleared. Michael moved the report be approved. Carmen seconded the motion and the report was approved by a voice vote without opposition.

**Web Update** - A great big **THANK YOU** to our new webmaster, Carmen. All were pleased with how the new format looks. JoAnn and Craig both offered assistance to Carmen if needed.

**Membership Update** showed a new member, Kay Finnell, with the Public Service Commission. Rodney Britt has also joined but does not yet appear on the monthly listing. Our membership remains at 32 since we have lost two members—Larry Fry and Sharon McLaughlin. Michael confirmed he had contacted the Springfield 099 members and shared email addresses among them as they might want to carpool to future meetings.

**Old Business:**

**Chapter Archives** – Connie is planning to drop off to John Larkin this week the Heartland information and all Treasurer's information. John will be asked to add the items to the Archives list he has in place.

**Chapter Bylaws** – A review showed the changes requested were approved in August 2006. Connie moved the Name entered in Article I (we are not incorporated) should indicate Central Missouri Chapter of ARMA, International and that the following Objectives be listed in Article II:

1. Advance the practice of Records and Information Management (RIM) as a discipline and a profession.
2. Organize and promote programs of research, education, training, and networking within that profession.
3. Support the enhancement of professionalism of the membership.
4. Promote cooperative endeavors with related professional groups.

The motion was seconded by Sally and approved by a voice vote without opposition.

**Leadership Conference** – Sally wrote a check to Connie for the grant we received and will send documentation of the expenditure to \$Bill Ptacek as Treasurer with ARMA Midwest/Rocky Mountain Region for their records.

**Summer Planning** – The potential programs for the 2007-08 meetings were updated as follows:

<u>Date/Time</u>		<u>Event</u>	<u>Location</u>
August 22, 2007	2 p.m.	Planning	McDonald's Ashland, MO
September 18, 2007	2 p.m.	Tour of the microfiche/microfilm Area of the Sec of State Office Michael Shellman	SOS Office West Main Jefferson City, MO
October 5-9, 2007		ARMA International	Baltimore, Maryland
October 16, 2007	2 p.m.	Tour of MO Highway Patrol Criminal Criminal Records Division (Sue is contact)	Patrol Headquarters Jefferson City, MO

November 20, 2007	2 p.m.	Business Process Design PSRS/PEERS Team	PSRS/PEERS Office West Truman Blvd Jefferson City, MO
December 11, 2007	6 p.m.	Annual Christmas Party (Connie to reserve)	Jack's Gourmet Columbia, MO
January 15, 2008	1:30 p.m.	Shelter Ins. Tour (Connie is contact)	1817 West Broadway Columbia, MO
February 19, 2008	2 p.m.	Underground Records Management (tentative) (Mary Lou is contact)	2604 N Stadium Blvd Columbia, MO
March 18, 2008	2 p.m.	The Future of Imaging Software for the Business Environment Carmen Tinker	MFA, Inc. Columbia, MO
April 15, 2008	All day	Spring Conference (Celebrate RIM Month)	MFA, Inc. Columbia, MO
May 20, 2008	All day	H & R Block and Blackwell Sanders	Kansas City, MO
June 17, 2008		Awards Banquet ARMA Bucks	??Restaurant Jefferson City, MO
July 2008		Midwest/Rocky Mountain Leadership Conference	St. Louis, MO

NOTE: Board meetings will follow the chapter meetings.

**New Business:**

**Chapter Assessment Fee:** As noted in the July minutes, action from the Midwest/Rocky Mountain Leadership Conference raised the annual chapter assessment from \$0.50 per member to \$2.00 per member for 2007 and increasing to \$3.00 per member for 2008. We want to be sure to remember this for our budget.

**Chapter Supply Order Form:** JoAnn reviewed with us the ARMA items available to be ordered. Consensus of the Board was that we not incur additional expenses for any of the items at this time. JoAnn currently has local chapter lapel pins available.

**ARMA Bucks:** Craig will continue to track the ARMA bucks for the membership for the year.

**Web Hosting Services:** Sally moved we reimburse Craig for charges of \$105.12 incurred for the web services and that in the future this charge be moved to the ARMA Chapter Debit card. The motion was seconded by Carmen and approved by a voice vote.

**Adjournment** occurred at 3:00 p.m. with a motion from Carmen followed by a second from Mary Lou and approval by a voice vote.

Respectfully submitted,

Mary Lou Stegner, Secretary