

**Meeting Minutes of the Central Missouri Chapter
Association of Records Managers and Administrators, Inc.
December 12, 2006**

The Board of Directors of the Central Missouri Chapter of ARMA met at Madison's Café in Jefferson City prior to our annual Christmas meeting. Present for the Board meeting were members JoAnn Looten, Michael Shellman, Connie Harper, Sue Hilkemeyer, Carmen Tinker, Sally Hager, and Mary Lou Stegner and our region coordinator, Craig Kelso.

Call to Order was made by President, JoAnn Looten, at 4:40 p.m.

Minutes from the November meeting had been emailed by Mary Lou and were reviewed. Michael moved the minutes be approved. Carmen seconded the motion and they were approved by a voice vote.

Treasurer's Report for November was presented by Connie. The balance as of November 22, 2006, was \$3,484.67. The report was approved by a voice vote after Carmen moved they be approved, seconded by Mary Lou.

Membership increased to 32 members—new member is Brian Lemons with PSRS/PEERS. There are no additional members to contact on the '099 list' about joining the local chapter.

Website is being updated as time permits.

Old Business:

Chapter Archives – Tabled until the next meeting.

Chapter Bylaws – Still no word from ARMA International. Tabled until the next meeting.

20th Anniversary Celebration – JoAnn will start spreadsheet with names of charter members and all can help secure addresses. The room at Jack's Restaurant is reserved (for June 19, 2007); Connie will check about our menu choices. JoAnn also noted we want to think of ways to be able to distribute ARMA bucks to our special guests so they can bid on donated items with us.

Spring Seminar Planning – Craig has contacted Penny Quirk of Pittsburg, PA about presenting 'Twas the Night Before Implementation' for our Spring Seminar on May 15. He will confirm with her the approximate costs (her employer might help) and needed lodging. We anticipate she would fly to St. Louis and pick up a rental car. Connie is working on securing a location in Columbia—Carmen indicated MFA might be available (will let Board know); Mary Lou indicated URM is available. Connie will check with vendors from the Heartland Conference about sponsorships for this seminar. JoAnn and Craig will work on the Request Forms (applications) for the Chapter Speaker Grant Program and ARMA Region Leadership Training Grant to determine if we could qualify for the assistance.

January 9, 2007 meeting – This will be to further plan the Spring Seminar and will be at 2 p.m. at MOSERS in Jefferson City.

New Business:

\$Bill Ptacek, known to most of our ARMA members, is very ill and has been at the University of Iowa Hospital. A greeting card was signed by those present to be sent to him.

Christmas Gift Exchange story will be read this evening by Sally.

Adjournment occurred at 5:25 p.m. following a motion by Carmen, a second by Sally and approval by a voice vote.

Respectfully submitted,

Mary Lou Stegner, Secretary