

**Meeting Minutes of the Central Missouri Chapter
Association of Records Managers and Administrators, Inc.
December 13, 2007**

The Board of Directors of the Central Missouri Chapter of ARMA convened at the Grand Cru Restaurant on South Providence Road in Columbia prior to our monthly meeting. Present for the Board meeting were members JoAnn Looten, Michael Shellman, Sue Hilkemeyer, Sally Hagar, Connie Harper, Carmen Tinker, and Mary Lou Stegner.

Call to Order was made by President JoAnn Looten, at 4:20 p.m.

Minutes from the November meeting were reviewed. It was noted a correction in the adjournment time from 4:30 to 3:30 p.m. was needed. Connie moved the minutes be approved as corrected. Carmen seconded the motion and the minutes were approved by a voice vote without opposition.

Treasurer's Report for November (balance of \$5,201.07) from Sally was distributed. It was noted we have paid our region assessment of \$64.00. Mary Lou moved the report be approved. Connie seconded the motion and the report was approved by a voice vote without opposition.

Membership Update –

33 members remain on our current membership roster as emailed to the Board on December 10, 2007.

List of 099s – Currently there are 8 on this list as emailed to the Board on December 10, 2007.

Web Update – Webmaster, Carmen, informed the Board she has been playing telephone tag in an attempt to get information updated and is currently waiting to hear from our host server.

Old Business:

Chapter Archives – Chapter Archives from July 1, 1997 to July 1, 2006 and all of the Heartland Conference information was delivered to John Larkin's office to be inventoried and filed with our other archives at the Western Historical Manuscripts Collections with the University of MO.

Chapter Bylaws – Tabled for input from Craig Kelso, Region Coordinator. Because Craig was unable to be present for any of the Board meeting, this will be on the agenda for our next meeting.

Summer Planning –

April 15 Spring Conference – JoAnn presented a draft of the conference brochure. JoAnn will confirm the title used with the speaker and would like any other edits by January 1. The following will contact potential sponsors: JoAnn to contact Smead; Mary Lou to contact URM(already agreed) and Shred-it; Connie to contact Mail and More; Carmen to contact EBE. Connie will secure the mailing list (same as last year), Michael will provide a list of the Record Custodians, and we will use the Kansas City and St. Louis Chapter lists.

Awards/ARMA Bucks banquet in June – Sue reported she had made some inquiries and recommended we hold our Awards/ARMA Bucks banquet at Bingham's in Jefferson City. Carmen moved that we accept Sue's recommendation and the motion was seconded by Sally. Sue will make the arrangements for our meeting on June 17. The motion was approved by a voice vote without opposition.

December Agenda – Social 'hour' will commence at the adjournment of the Board meeting with dinner at 6 p.m. Connie and JoAnn have games ready for after the meal. Connie will deliver the donated food items to the Central MO Food Bank.

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New Business:

ARMA Speaker Grant – Request for the Speaker Grant for our April 15th conference was submitted. Paula Sutton confirmed receipt of the request and asked that we submit a budget for the conference. We updated the budget from last year and JoAnn will submit it to Paula December 14.

Request – Lori Carpenter of the Kansas Chapter requested any templates for ‘scholarships’ any of our members might have. No one present had any, but suggested she might want to try the ARMA International web site. JoAnn will relay that information to Lori.

Region Coordinator – Craig will not be eligible to continue to serve as Coordinator for our ARMA region. Craig has emailed all former chapter presidents to determine if there is any interest.

Rescheduled November meeting – The meeting at PSRS/PEERS cancelled on November 20 was rescheduled for Tuesday, March 18, at 2 p.m. at PSRS/PEERS. Mary Lou will confirm availability of the PSRS/PEERS facility and presenters. Carmen’s presentation originally scheduled for the March 18 meeting will be moved to the ARMA calendar next fall.

Adjournment occurred at 5:20 p.m. with a motion from Michael followed by a second from Sue and approved by a voice vote.

Respectfully submitted,

Mary Lou Stegner, Secretary