

**Meeting Minutes of the Central Missouri Chapter  
Association of Records Managers and Administrators, Inc.  
February 20, 2007**

The Board of Directors of the Central Missouri Chapter of ARMA convened at the University of Missouri Records Management Office in Columbia following a tour of the digital services of the University of Missouri Library System. Present for the Board meeting were members Michael Shellman, Connie Harper, Carmen Tinker, Sally Hager, and Mary Lou Stegner.

**Call to Order** was made by Vice-President, Michael Shellman, at 3:40 p.m.

**Minutes** from the January meeting had been distributed by Mary Lou via email. Carmen moved the minutes be approved. Connie seconded the motion and they were approved by a voice vote.

**Treasurer's Report** for January was presented by Connie. The balance as of January 24, 2007, was \$3,553.18. This included a deposit of \$20.00 for membership and it was noted the \$15.00 payment for the Midwest Rocky Mountain Region Assessment had cleared. Mary Lou moved the report be approved. Carmen seconded the motion and it was approved by a voice vote.

**Membership** Update for January shows 30 members. Potential members on the 099 List are Randy Wiemer and Larry Moore, both of Columbia.

**Website** discussion was tabled until March.

**Old Business:**

**Chapter Archives** – A copy of the 15<sup>th</sup> Anniversary brochure—the only missing data from 1995-2001 to surface—was distributed. Connie will finish the organizing of the treasurer's reports by the end of February. Michael delivered to John Larkin today the information he had from the Heartland Seminar.

**Chapter Bylaws** – No word received to date on their acceptance by ARMA International.

**ARMA International Speakers Grant Policy** - Our chapter application was approved to receive this grant which will assist us with our speaker expenses for the Spring Seminar. The grant cannot exceed \$500.

**Spring Seminar Planning –**

*Assignment Sheet* was reviewed with no corrections and several assignments we completed. We did add under 'Signs' that Carmen would make signs for directions to the room.

*Speaker* has been contacted and will be without charge with the chapter covering her travel costs. Connie will contact area hotels and make reservations for her.

*Brochure* information was reviewed. Final word from Sponsors will be forwarded to JoAnn as soon as possible. Craig Kelso is researching to determine if CRM/CEU credits will apply. We plan to print 2,000.

**MOTION on Seminar Fee:** After some discussion, Mary Lou moved the cost of the seminar be established at \$99 for members and \$125 for non-members. Sally seconded the motion and it was approved by a voice vote. Michael will contact the absent Board members for their input and JoAnn will incorporate the change before the brochures are printed.

*Sponsorship* is still being finalized. IKON is committed to \$250.00; URM wants to pay for lunch; and Mail & More will provide some of the mailing costs. Mary Lou will be contacting Shred-it for their decision.

*Mailing* lists will be secured by Connie for bulk mailing of the brochures and she will handle the mailing. We discussed sending to the Columbia, Jefferson City, and Springfield areas as well as the St. Louis ARMA chapter.

*Food Committee* still wants to look at the facilities at MFA, Inc. They will also have some further costs available for lunch and the breaks at the March meeting for our budget needs.

*Budget* will be determined next month after sponsorships and estimated costs for food and mailings might be available.

**20<sup>th</sup> Anniversary Celebration** – Board members reviewed the revised list of founding members and mailing addresses distributed by Sally. Board members are asked to keep looking for addresses. Connie will be ready at the March meeting with menu choices from Jack's. Consensus was to finalize everything at the April meeting and mail invitations in mid-May. All other discussion tabled until March meeting.

**ARMA International Region Leadership Training Grant Policy Status** – No word received to date.

**New Business:** None

**Adjournment** occurred at 4:25 p.m. with a motion from Michael, a second from Sally, and approval by a voice vote.

Respectfully submitted,

Mary Lou Stegner, Secretary