

**Meeting Minutes of the Central Missouri Chapter  
Association of Records Managers and Administrators, Inc.  
February 19, 2008**

The Board of Directors of the Central Missouri Chapter of ARMA convened at URM in Columbia following a very informative meeting/tour of their facility, a look at their web site capabilities led by Mark Wappel and Bob Cathey. We also toured the Integrated Solutions Group disaster recovery facilities led by Terry Thornsberry. Present for the Board meeting were members JoAnn Looten, Michael Shellman, Sally Hagar, Connie Harper, Carmen Tinker, and Mary Lou Stegner. Christina Miller and Todd Gilliom also attended.

**Call to Order** was made by President JoAnn Looten, at 3:37 p.m.

**Minutes** from the January meeting, which had been emailed previously by Mary Lou, were reviewed. Michael moved the minutes be approved. Carmen seconded the motion and the minutes were approved by a voice vote without opposition.

**Treasurer's Report** for January (balance of \$6,574.66) from Sally was distributed. Sally noted she is paying today the invoice from Mail and More for postage of \$353.19 for the mailing of the Spring Conference brochures which Connie delivered today. It was also noted Mail and More donated \$587.98 for mailing services (processing and lists) related to the brochure mailing. Carmen moved the report be approved. Mary Lou seconded the motion and the report was approved by a voice vote without opposition.

**Membership Update –**

*34 members* currently show on our membership roster plus new member, Kim Inman, about whom we received an email today. This will give us a total of 35 members—moving our chapter to 'medium' status.

*List of 099s* – Members had also reviewed the list recently emailed by JoAnn.

**Web Update** – Webmaster, Carmen, will talk with MFA IT staff about other options to resolve the web site issues as approved at the January 2008 meeting. At this point, MFA believes the change in the web domain IP address caused the problem and the web domain 'people' believes the problem is with the Net Objects Fusion at MFA.

**Old Business:**

*Chapter Bylaws* – Tabled until next month since Craig Kelso was absent.

*Summer Planning* –

*April 15 Spring Conference* – JoAnn presented an updated budget which was reviewed. The assignments sheet was reviewed and updated. Connie, on behalf of the food committee, will contact Bandana's for availability and pricing. It was noted sponsorships had been received from Smead and Shred-it as well as the Speaker Grant from ARMA International; URM will be sponsoring lunch. Registrations were shown for 17 and Sally just received some additional registrations in the mail.

**New Business:**

*ARMA Speaker Grant* – The Speaker Grant of \$500, approved on January 3, 2008, has been received and deposited.

*Nominating Committee* – JoAnn reported Sue will present the nominees to the membership in March for approval. Positions open are President, Vice-President, Secretary, and Board Member at large.

*Recruitment Campaign* – JoAnn will send a reminder of the deadline by which we are to submit names for this campaign.

**Adjournment** occurred at 4:05 p.m. with a motion from Connie followed by a second from Sally and approval by a voice vote.

Respectfully submitted,

Mary Lou Stegner, Secretary