

**Meeting Minutes of the Central Missouri Chapter  
Association of Records Managers and Administrators, Inc.  
January 9, 2007**

The Board of Directors of the Central Missouri Chapter of ARMA convened at MOSERS in Jefferson City. The main order of business was to make additional plans for the Spring Conference. Present for the Board meeting were members JoAnn Looten, Michael Shellman, Connie Harper, Sue Hilkemeyer, Carmen Tinker, Sally Hager, and Mary Lou Stegner.

**Call to Order** was made by President, JoAnn Looten, at 2:07 p.m.

**Minutes** from the December meeting were distributed by Mary Lou and were reviewed. Connie moved the minutes be approved. Carmen seconded the motion and they were approved by a voice vote.

**Treasurer's Report** for December was presented by Connie. The balance as of December 22, 2006, was \$3,547.17. This included deposits of \$80.00 for memberships and \$240.00 for the December meeting less a payment of Madison Café of \$258.40. The \$15.00 payment for Midwest Rocky Mountain Region Assessment was sent to Bill Ptacek but has not been received. Michael will let Craig Kelso know when and to whom the payment was sent so that he can conduct a follow up. Michael moved the report be approved. Sue seconded the motion and it was approved by a voice vote.

**Membership** Update for December not yet available. We remain at 32.

**Website** was updated December 28, 2006, and again on January 8, 2007.

**Old Business:**

**Chapter Archives** – Listing has been updated by John Larkin and it is noted no material is available from 1995 through 2001. JoAnn will email former presidents during above period for any documentation they might have. Connie will get with John about the delivery of material from the treasurer and Heartland Seminar.

**Chapter Bylaws** – Craig Kelso sent word to JoAnn that the revised bylaws we previously submitted had been forwarded to the proper ARMA International office in December.

**20<sup>th</sup> Anniversary Celebration** – JoAnn provided a listing of the names of charter members she had located and any available addresses. The Board was asked to provide any current addresses they knew with some volunteering to make contacts of individuals they might know how to contact.

**ARMA International Region Leadership Training Grant Policy** - JoAnn completed the request form and submitted it to headquarters before the end of 2006. This grant to assist chapters in sending chapter leaders to their region leadership training cannot exceed \$400.00--a maximum of \$100 toward transportation expenses and a maximum of \$150 per night, for two nights, for hotel and meal expenses.

**ARMA International Speakers Grant Policy** - JoAnn completed the request form and submitted it to headquarters before the end of 2006. This grant is to assist chapters in acquiring high quality speakers for educational offerings of the chapter and cannot exceed \$500.

**Spring Seminar Planning** – *Location* will be at MFA, Inc. in Columbia, MO. where we can accommodate up to 100 persons. A listing of area hotels will be provided in the printed information for the conference.

*Brochure* information from the speaker will be secured by JoAnn. We anticipate registration from 8:00 a.m. to 8:30 a.m. with the conference starting at 8:30 and ending at 4:00 p.m.

*Sponsorship* will be requested for \$250.00 to cover food costs for lunch and breaks. Any sponsor will be allowed to make a brief presentation concerning their business at the lunch. Connie will talk with Mail and More, Carmen will speak with IKON, and Mary Lou will contact URM and Shred-it.

*Mailing* lists will be secured by Connie for bulk mailing of the brochures and she will handle the mailing.

*Food Committee* to determine the features and secure preparations will be Connie, Carmen, and Sally. They will secure estimates of approximate costs prior to the February meeting.

*Speaker* has been contacted and will be without charge with the chapter covering her travel costs.

*Budget* will be determined next month after sponsorships and estimated costs for food and mailings might be available. Currently thinking the conference fee would be about \$85 for members and \$99 for non-members with April 30 as the deadline for registration.

Committee assignments were made and will be distributed by JoAnn via email. At the conference, Sally and Mary Lou will register guests (Carmen will have name tags available) and Connie will take care of any payments. Sue will be responsible for a door prize and speaker gift--\$35 to \$50.

**New Business: *February 20, 2007 meeting*** - Tour of MU Library has been arranged by Craig Kelso and Willie Jones. JoAnn will get the details and have them posted on the web site and send emails.

**Adjournment** occurred at 4:00 p.m. with a motion from Sue, a second from Michael, and approval by a voice vote.

Respectfully submitted,

Mary Lou Stegner, Secretary