

**Meeting Minutes of the Central Missouri Chapter
Association of Records Managers and Administrators, Inc.
January 15, 2008**

The Board of Directors of the Central Missouri Chapter of ARMA convened at the Dairy Queen in Columbia following a very informative meeting/tour held at Shelter Insurance on West Broadway in Columbia arranged by Connie Harper. Present for the Board meeting were members JoAnn Looten, Michael Shellman, Sue Hilkemeyer, Sally Hagar, Connie Harper, Carmen Tinker, and Mary Lou Stegner, as well as Craig Kelso, our region coordinator.

Call to Order was made by President JoAnn Looten, at 3:28 p.m.

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

Treasurer's Report for December (balance of \$5,244.62) from Sally was distributed. Michael moved the report be approved. Carmen seconded the motion and the report was approved by a voice vote without opposition.

Membership Update –

34 members currently show on our membership roster as emailed to the Board by JoAnn.

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

Web Update – Webmaster, Carmen, is still having trouble with making changes on the web due to recent server upgrades by the domain host and asked about exploring other domain hosts.

Mary Lou moved that Carmen be given authority to look for other options for a domain host if the issues with the current host continue. The motion was seconded and approved without opposition by a voice vote.

Old Business:

Chapter Bylaws – The current bylaws from the regional officials were distributed via Craig for revision and adoption. He noted we need to return them with the addition of stated objectives for approval by the regional officers after our adoption. Sue moved we approve the adoption of the document incorporating the following ARTICLE II - OBJECTIVES:

The purpose of this not-for-profit, educational organization is to:

1. Advance the practice of Records and Information Management (RIM) as a discipline and a profession.
2. Organize and promote programs of research, education, training, and networking within that profession.
3. Support the enhancement of professionalism of the membership.
4. Promote cooperative endeavors with related professional groups.

Carmen seconded the motion which was approved by a voice vote without opposition.

Summer Planning –

April 15 Spring Conference – JoAnn presented an updated budget. It was noted the mailing lists are in and merged with the list (Record Custodians) provided by Michael. The brochures are scheduled to be mailed this week by Mail and More. Connie will let us know the cost of postage and obtaining the lists. The mail processing will be donated by Mail and More. JoAnn will be sending brochures to chapter presidents to share with their memberships. The assignments sheet was reviewed and updated. Sue will be responsible for purchasing the door prize, Connie, Michael, and Mary Lou will comprise the food selections committee, JoAnn and Sally will prepare information folders for the attendees including survey forms prepared by JoAnn, Sally and Carmen will prepare the name tags, Carmen will prepare the sponsor signs, Sally and Mary Lou will 'man' the registration table, and Mary Lou will send Thank You cards to sponsors.

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Awards/ARMA Bucks banquet in June – Sue has arranged for the June 17 meeting to be held at the Truman Hotel as approved at the December meeting. Additional details will be shared closer to the date of the meeting.

New Business:

ARMA Speaker Grant – The Grant was approved on January 3, 2008. Sally has sent the required information to allow receipt of the Grant.

Nominating Committee – Sue, as immediate past president, was appointed by JoAnn to submit nominations for officers for next year. Positions open are President, Vice-President, Secretary, and Board Member at large. Some discussion of possible candidates occurred.

Request – Linda Johnson of the Greater Chattanooga ARMA Chapter had submitted an ARMA Awards Review Task Force survey. The survey was completed with Board input and will be returned by JoAnn.

Adjournment occurred at 4:10 p.m. with a motion from Carmen followed by a second from Craig and approval by a voice vote.

Respectfully submitted,

Mary Lou Stegner, Secretary