

**Meeting Minutes of the Central Missouri Chapter
Association of Records Managers and Administrators, Inc.
July 17, 2007**

The Board of Directors of the Central Missouri Chapter of ARMA convened at the PSRS/PEERS offices in Jefferson City. Present for the Board meeting were members JoAnn Looten, Michael Shellman, Connie Harper, Sue Hilkemeyer, Sally Hager, and Mary Lou Stegner.

Call to Order was made by President, JoAnn Looten, at 2:10 p.m.

Minutes from the June meeting had been distributed by Mary Lou via email and paper copies were available. Sue moved the minutes be approved. Michael seconded the motion and they were approved by a voice vote.

Treasurer's Report for June (balance of \$4,842.16 as of 6-22-07) was presented by Connie. This is also the balance which will be reported on the IRS Form 990 for which Connie shared her worksheet. Mary Lou moved the report be approved. Sally seconded the motion and the report was approved by a voice vote without opposition.

Connie and Sally will be going to the bank today to change the name on our account and change the mailing address for the bank statement to P O Box 209, Jefferson City, MO 65102. The Treasurer items will be passed to Sally including name tags.

Membership Update showed a new member, Barbara LePage, from DESE in Jefferson City. JoAnn will send her a note, pin, and add her to the email distribution. Mary Lou will also contact her.

Website - Connie and Mary Lou will be sure Craig has all Treasurer reports and meeting minutes to post.

Old Business:

Chapter Archives – Connie continues to sort items from the Heartland Seminar which she will pass to John Larkin.

Chapter Bylaws – Will review to determine the action needed by our chapter in August.

Spring Seminar –

Final Profit amount was totaled at \$1,541.49 including the IKON check.

20th Anniversary Celebration – (Wrapped up previously)

Leadership Conference – (July 12 – 14, 2007 in Des Moines, Iowa)

Attendees: Carmen, Sally, and Connie represented our chapter as well as Craig, attending as region coordinator.

Grant Money: The Leadership Training Grant was received and will be paid as partial reimbursement to Connie. All who attended thought it was a good conference.

Chapter Assessment Change: Action from the Midwest/Rocky Mountain Leadership Conference raised the annual chapter assessment from \$0.50 per member to \$2.00 per member for 2007 and increasing to \$3.00 per member for 2008.

Future Conferences: It was noted upcoming conferences will be in St. Louis in 2008, Northern Colorado in 2009, Central Kansas 2010, Big Sky 2011, and Mile high Denver in 2012.

Sponsorship: Contact was made with Susan Sudekamp with Recall of St. Louis who is interest in helping sponsor our conference next spring.

Chapter Business Cards were distributed by JoAnn.

Chapter Report Review – JoAnn presented the final Chapter Report as presented by Connie at the Leadership Training Conference.

New Business:

Planning meetings – The following dates and possible programs for the 2007-08 meetings were presented:

<u>Date/Time</u>	<u>Event</u>	<u>Location</u>
August 22, 2007	1 p.m. Planning (Connie to reserve)	Copper Kettle Ashland, MO
September 18, 2007	2 p.m. Microfiche & Microfilm Michael Shellman	Sec of State Office Jefferson City, MO
October 5-9, 2007	ARMA International	Baltimore, Maryland
October 16, 2007	2 p.m. Tour of MO Highway Patrol Criminal Criminal Records Division (Sue is contact)	Patrol Headquarters Jefferson City, MO
November 20, 2007	State Farm Ins?? Boone Hospital? URM? PSRS??	
December 11, 2007	6 p.m. Annual Christmas Party (Connie to reserve)	Jack's Gourmet Columbia, MO
January 15, 2008	(See November)	
February 19, 2008	(See November)	
March 18, 2008	2 p.m. The Future of Imaging Software for the Business Environment Carmen Tinker	MFA, Inc. Columbia, MO
April 15, 2008	Spring Conference (Celebrate RIM Month)	MFA, Inc. Columbia, MO
May 20, 2008	H & R Block and Blackwell Sanders	Kansas City, MO
June 17, 2008	Awards Banquet ARMA Bucks	Madison's Cafe Jefferson City, MO

Adjournment occurred at 3:20 p.m. with a motion from Michael followed by a second from Connie and approval by a voice vote.

Respectfully submitted,

Mary Lou Stegner, Secretary