

Mid-Missouri ARMA
Meeting Minutes July 18, 2006

The Board of Directors of ARMA met at MOSERS in Jefferson City. Present were JoAnn Looten, Michael Shellman, Connie Harper, Craig Kelso, Carmen Tinker, Sally Hager, and Mary Lou Stegner. Sue Hilkemeyer joined via conference call later in the meeting.

Call to Order was made by President, JoAnn Looten at 2:10 p.m. Congratulations were extended to Craig Kelso on his earning the CRM designation—one of only 15 CRM's in Missouri..

Minutes from the May meeting were presented by JoAnn. Mary Lou moved they be approved. Craig seconded the motion and they were approved by a voice vote. The June meeting minutes were also presented. Michael moved they be approved. The motion was seconded by Carmen and approved by a voice vote.

Installation of Board member, Sally Hager, was conducted by the Region coordinator, Craig Kelso. Welcome to the Board, Sally.

Treasurer's Report was presented by Connie, a copy of which is attached. Our balance as of June 22, 2006, was \$4,015.80 with a corrected ending June 30 balance of \$3,921.79. The completed Form 990 was reviewed. Connie cited the cost for sending to Tom Nield the 'goodies' box filled at the ARMA Bucks Auction; Craig confirmed he had received it. A chart showing Revenues/Expenses for July 1, 2005 through June 30, 2006, for the Mid-Missouri ARMA chapter was provided. The Form 990 for Heartland was also prepared and submitted. The report was approved by a voice vote on a motion by Craig and seconded by Michael.

Membership lists were distributed by JoAnn showing the current 29 members. The 099 Report—individuals a part of ARMA International but not members of the local chapter—was also presented. Craig will contact Krystal Metzethin with Springfield City Utilities to determine if she wants on our mailing list, noting that Dona Elkins (Springfield) and Larry Moore (Columbia) are already on that list.

OLD Business:

Archives – Connie will send Treasurer Reports she has for the archives to John Larkin to accession them. Craig has the 15-year plaque to include. Decision was made to hold Heartland archives for now.

Heartland RIM Seminar – Craig talked with Harold Whitaker (St. Louis chapter) who seemed positive to keep Heartland going. St. Louis chapter will not be meeting until August. Lessons learned – keep with only one vendor for facilities.

We discussed the possibility of a one-day seminar (replacing Heartland) PLUS our current one-half day seminar, but wondered about vendor support.

Craig moved that we email the St. Louis chapter to set up a meeting in Columbia to discuss the future of Heartland with four members from each chapter's board. In discussion we determined if St. Louise says no or their Board is no longer interested, we will address that during the August monthly meeting. Suggestion was made that we try to arrange the meeting to take place at the Records System at the University of Missouri in Columbia. The motion was seconded and approved by a voice vote. Connie will let us know when she has things set up.

NEW Business:

Chapter Website – It was noted that payment for the web domain is due (paid \$105 for two years in 2004). Craig will get the new domain established.

Leadership Conference Report – Carmen indicated it was very interesting to learn what the other chapters are doing. Most have meetings over lunch and charge for monthly meetings. Good speakers were

scheduled. For next year in Des Moines, Iowa, they are planning a more relaxed schedule with sessions Thursday, Friday, and one-half day Saturday. The 2008 Leadership Conference will be in St. Louis. Connie reimbursed Carmen's expenses of \$715.65 payable to MFA, Inc.

Calendar – The August planning meeting was set for Wednesday, August 16, from 2 to 4 p.m. in Columbia at MFA, Inc.

Tentative items for the meetings calendar presented included:

September	Open
October	Preparing for the CRM Exam by Craig Kelso
November	One-half day seminar
December	Christmas Party at Madison's in Jefferson City
January	Open
February	Open
March	Records Management – Road to paperless by JoAnn Looten at MOSERS
April	Open
May	Seminar (Heartland or one-day seminar)
June	Awards Banquet/ARMA Bucks at Jack's in Columbia

Ideas for meetings included trips to Von Hoffman Press, Scholastic, or the Samaritan Center in Jefferson City, Children's Mercy Hospital in Kansas City, or the Food Center or MU Library System in Columbia.

Carmen moved the completion of the calendar and work on the Chapter By-Laws be tabled until August. Sally seconded the motion. It was noted contacts will be made for the meetings calendar and results presented at the August meeting.

Chapter Connection – Craig noted liability insurance for the chapter is provided by Chapter Connection for official functions.

Adjournment was at 3:55 p.m. on a motion from Carmen with a second from Connie.

Respectfully submitted,

Mary Lou Stegner, Secretary