

**Meeting Minutes of the Central Missouri Chapter
Association of Records Managers and Administrators, Inc.
June 19, 2007**

The Board of Directors of the Central Missouri Chapter of ARMA convened at Jack's Gourmet Restaurant in Columbia prior to our 20th Anniversary/Awards dinner and ARMA Bucks auction. Present for the Board meeting were members JoAnn Looten, Michael Shellman, Connie Harper, Sue Hilkemeyer, Carmen Tinker, and Mary Lou Stegner and Craig Kelso, our region coordinator. Also present was member, John Larkin.

Call to Order was made by President, JoAnn Looten, at 4:40 p.m.

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

Treasurer's Reports for April (balance of \$4,911.11 as of 4-23-07) and May (balance of \$4,910.94 as of 5-22-07) were presented by Connie. She also presented the Revenues/Expenses for July 1, 2006 through May 31, 2007. After the June bank statement is received, the Form 990 will be prepared by Connie and a copy sent to JoAnn.

Membership Update for May continues to show 32 members with 7 shown on the 099 List.

Website is updated to show current ARMA bucks. If anyone would like to manage the web site next year, please let Craig know. If no one offers, he will be glad to continue as web master.

Old Business:

Chapter Archives – Connie continues to work with items from the Heartland Seminar which she will pass them to John Larkin when she is finished.

Chapter Bylaws – Craig will bring to the next meeting information he receives from ARMA International to verify we have all changes done. They have been waiting on us, but we had made the changes, approved them, and submitted them. Craig will contact Trevor Mitchell to determine the exact status.

Spring Seminar –

Final Profit amount was totaled at \$1,264.85 (income was \$2,157.00; expenses \$892.15). The IKON check has not yet been received. When received, that \$250 donation would bring the profit to a total of \$1,514.85.

Survey Results were generally good.

20th Anniversary Celebration – (heads up for tonight)

Slide Show (compiled by Craig)

Recognitions: Anniversary, Events, and founding members

Induction of Officers by Craig Kelso

Awards presentations

ARMA Bucks auction with Tom Nield, auctioneer.

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

Attendees: Carmen, Sally, and Connie will be representing our chapter as well as Craig, attending as region coordinator. All have registered.

Grant: The Leadership Training Grant dollars are to be directly deposited into our account.

New Business:

Chapter Business Cards need to be updated with our new name. After learning the cost to print 1000 cards is \$32. Carmen moved that chapter business cards be printed in groups of 150 as needed. Michael seconded the motion which was approved by a voice vote.

ARMA BUCKS- Concern was expressed on the manner in which we recognize the chapter members soliciting items for the auction. Carmen moved that we have a \$50.00 cash prize for the chapter member bringing the most sponsored contributions for the ARMA bucks auction effective next year. The motion was seconded by Sally and approved without opposition by a vote of raised hands. A copy of the donor/donations for tonight's auction will be placed with the July minutes.

Summer Planning meetings – dates for the summer planning meetings will be July 17 and August 21—either in Ashland or at PSRS.

Chapter Report Review – JoAnn reviewed the information she had proposed for the Chapter Report to be presented at the Leadership Training Conference. A few edits were discussed which she will include and then email the final report to all Board Members. A copy will be placed with the July minutes.

Adjournment occurred at 5:30 p.m. with a motion from Carmen followed by a second from Michael and approval by a voice vote.

Respectfully submitted,

Mary Lou Stegner, Secretary