

**Meeting Minutes of the Central Missouri Chapter
Association of Records Managers and Administrators, Inc.
Meeting on June 17, 2008**

The Board of Directors of the Central Missouri Chapter of ARMA convened at Bingham's Restaurant at the Truman Hotel in Jefferson City prior to our June meeting at which we inducted Board members for the coming year, announced the Chapter Member of the Year, and held our annual ARMA Bucks auction. Present for the Board meeting were members JoAnn Looten, Sue Hilkemeyer, Michael Shellman, Sally Hagar, Carmen Tinker, and Mary Lou Stegner. Kent Hoffpauir and Todd Gilliom also attended; Willie Jones stayed at a distance.

Call to Order was made by President, JoAnn Looten, at 4:44 p.m.

Minutes from the May meeting held on April 29, 2008, which had been emailed previously by Mary Lou, were reviewed. Carmen moved the minutes be approved. Michael seconded the motion and the minutes were approved by a voice vote without opposition.

Treasurer's Report for May (balance of \$8,508.00) from Sally was distributed. All costs for the conference have been paid and checks cleared. Michael moved the report be approved. Mary Lou seconded the motion and the report was approved by a voice vote without opposition. Sally indicated she would be talking with Connie Harper, past Treasurer, about the completion of the IRS Form I-990. A copy of that report will be provided to the board in July.

Membership Update – Membership remains at 36. The lists of members and 099s had been emailed to the board by JoAnn previously.

Web Update – Webmaster, Carmen, reported all is good with the Web site.

Old Business:

Chapter Bylaws Update – Along with several other chapters, our chapter continues waiting on word from ARMA International of the approval of our updated bylaws. Craig Kelso hopes to address this at the Leadership Conference in July.

Leadership Conference – Registration has been completed and Todd Gilliom and Kent Hoffpauir are set to go. They will pay their own expenses and then submit them to the chapter for reimbursement; their respective employers provided the registration cost of \$200 for each of them.

Leadership Conference Grant Application – The application for the \$400 grant was submitted in May. Paula Sutton indicated to JoAnn that even though we may not receive the grant, there may be assistance available—outside of the grant—due to the generosity of other chapters. JoAnn will keep the board informed.

Summer Planning Meetings – Meetings for the planning of next year's programs were set. The July 15 meeting will be at MFA, Inc. in Columbia and the August 19 meeting will be at MOSERS in Jefferson City. Two possible programs were mentioned—Mary Binkholder has talked with JoAnn about hosting a meeting at the Callaway Nuclear Plant and Craig mentioned to Michael that this might be a good year to request Jessie Wilkens make a presentation for our chapter—possibly for our Spring Conference.

New Business:

Chapter Report – JoAnn furnished copies of the partially completed Chapter Report. The Board reviewed the copies and assisted JoAnn in completing the needed information before she submits it to ARMA International. She informed Todd and Kent they would be presenting our report at the Leadership Conference.

Auctioneer – Craig Kelso has agreed to be our auctioneer this evening; Tom Nield is unable to be with us.

Adjournment occurred at 5:20 p.m. with a motion from Carmen followed by a second from Sally and approval by a voice vote.

Respectfully submitted,
Mary Lou Stegner, Secretary