

**Meeting Minutes of the Central Missouri Chapter  
Association of Records Managers and Administrators, Inc.  
March 20, 2007**

The Board of Directors of the Central Missouri Chapter of ARMA convened in the Board Room of MOSERS in Jefferson City following the presentation: "The Records Management Challenge The Pathway to Paperless" presented by JoAnn Looten and a tour of MOSERS. Present for the Board meeting were members JoAnn Looten, Michael Shellman, Sue Hilkemeyer, Sally Hager, and Mary Lou Stegner and Craig Kelso, our region coordinator. Board Member, Carmen Tinker, joined by way of a conference call.

**Call to Order** was made by President, JoAnn Looten, at 3:45 p.m.

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

**Treasurer's Report** for February was sent by Connie for JoAnn to present. The balance as of February 23, 2007, was \$4,114.07. This included deposits for three memberships (\$60.00) and the deposit of the ARMA International Speakers Grant of \$500. It was also noted that checks were received from Shred-it (\$200) for sponsorship at our Spring Seminar and three registrations from MOSERS for the Spring Seminar (\$323.00) for a grand total of \$4,637.07. Michael moved the report be approved. Mary Lou seconded the motion and it was approved by a voice vote.

**Membership Update** for February shows 31 members. The newest member is Mike Duncan from A-1 Moving in Rolla who attended today with Linda Thompson. In reviewing the 099 List, Michael offered to email the Springfield area members who might want to carpool to some of our meetings.

**Website** was recently updated by Craig with the Spring Seminar brochure and President's Pen. As soon as we have updated our meetings calendar, the Calendar of Events will also be updated.

**Old Business:**

**Chapter Archives** – Connie will be completing the assembly of the Heartland Seminar items she has and will pass them to John Larkin when she is finished.

**Chapter Bylaws** – JoAnn has sent a second and third request for status of our chapter by-laws. Although she has not received any information, Craig indicated we were one of the few chapters that has done anything. This item will remain on the agenda until we have learned our revisions were approved.

**Spring Conference –**

*Assignment Sheet* was reviewed and it appears all items are being handled.

*Food Committee* – Connie sent menu and pricing information about the lunch being catered by Bandana's. The cost is about \$6.00 per person which would include three meats, beans, coleslaw, potato salad, and garlic bread. (Lunch is sponsored by Underground Records Management.) Drinks will be available from MFA, Inc. Connie and Mary Lou offered to bake cakes. We still need to determine the food and approximate costs for the continental breakfast and breaks. These will be sponsored by Shred-it and IKON.

*Brochure Mailing Status* - 1,000 color and 1,000 black and white--are being mailed today and tomorrow (March 20 and 21)

*Budget* amounts available were penciled in. We are looking for a successful seminar, especially with the sponsorships and speaker's grant. Costs of the mailing list and postage--some of which will be donated by Mail and More--will be secured by the next meeting.

*Speaker Expenses* were reviewed. Connie will be securing a debit card for our account so that she can reserve and pay for the speaker's room at Fairfield Inn for two nights. JoAnn will clarify the room and car rental amounts. Meal expenses were also added to the budget for the evening meal on May 14.

**20<sup>th</sup> Anniversary Celebration** – A revised list of founding members and mailing addresses has been compiled. We decided we will mail the invitations after the April meeting. It was determined a cost of \$20.00 for each attendee would be requested. Connie will present the menu choices at the April meeting so they can be approved. JoAnn will ask if we can provide an 'Anniversary' cake for dessert.

Motion – Sue moved that the Central Missouri Chapter of ARMA pay dinner expenses for any attending charter members. Sally seconded the motion and it was approved by a voice vote.

JoAnn also asked that anyone with old pictures to please bring them so Craig can pull together a slide show. We will plan the Board Meeting for 4:30 p.m. to 5:30 p.m., Social Time starting at 5:30p.m., and Dinner starting at 6:00 p.m.

**ARMA International Region Leadership Training Grant Policy Status** – Craig offered to check the status of our request and re-submit our request if necessary.

**New Business:**

**Membership Recruitment Campaign** – Anyone with prospective members are asked to submit names, titles, and addresses to JoAnn by Friday, March 23. JoAnn will forward them to ARMA Headquarters who will be promoting ARMA membership for the local chapters.

**April 17, 2007 Meeting** – Word was received yesterday, that the tour of Boone Hospital in April would not be possible because of a scheduling conflict at the Hospital. Connie will touch base with her Scholastic contact to see if a tour of their facility is possible in April. Two other suggestions surfaced for presentations by either Carl Medley (Project Management) or Steven Henchen (Computer Forensics) which could possibly be held at PSRS/PEERS (Mary Lou will check).

**Meeting Evaluations** – By consensus, we will start requesting evaluations be completed after our monthly meetings to see if members have ideas for improvements or particular topics they would like to see covered.

**Officer Recruitment** – Sue, as past president, will be recruiting officers for two-year terms for Board Member at Large and Treasurer. Voting will be by email in April with results to be announced at the April meeting. Sue will also seek nominations for the Chapter Member of the Year Award.

**Chapter Dues** – Craig noted that ARMA International needs to know by May 1 if we will be raising our chapter dues next year. **MOTION** – Mary Lou moved the dues for the Central Missouri Chapter of ARMA remain at \$20 for next year. The motion was seconded by Michael and approved by a voice vote.

**Adjournment** occurred at 4:30 p.m. with a motion from Michael, a second from Sue and approval by a voice vote.

Respectfully submitted,

Mary Lou Stegner, Secretary