

**Meeting Minutes of the Central Missouri Chapter
Association of Records Managers and Administrators, Inc.
March 18, 2008**

The Board of Directors of the Central Missouri Chapter of ARMA convened at PSRS/PEERS in Jefferson City following an informative meeting presented by Molly English, Brian Lemons, and Mary Lou Stegner recapping their EDMS project and a tour of their Records Room/scanning facility. Present for the Board meeting were members JoAnn Looten, Sue Hilkemeyer, Michael Shellman, Sally Hagar, Connie Harper, Carmen Tinker, and Mary Lou Stegner. Todd Gilliom also attended.

Call to Order was made by President JoAnn Looten, at 3:25 p.m.

Minutes from the February meeting, which had been emailed previously by Mary Lou, were reviewed. Carmen moved the minutes be approved. Sue seconded the motion and the minutes were approved by a voice vote without opposition.

Treasurer's Report for February (balance of \$6,439.51) from Sally was distributed. Sally noted she has received \$622 for registrations for the Spring Conference which has not yet been deposited. Michael moved the report be approved. Carmen seconded the motion and the report was approved by a voice vote without opposition.

Membership Update –

36 members currently show on our membership roster.

List of 099s – This list of six members was also reviewed.

Web Update – Webmaster, Carmen, has contacted Godaddy.com, which only works with web domains, to serve as our web host. The annual cost is \$48.00 and will be paid upon receipt of an invoice as approved at the January 2008 meeting. Carmen will email the Board when everything is switched. She will update the website as soon as it becomes available.

Old Business:

Chapter Bylaws Update – The updated document was returned to ARMA International by Craig Kelso. We are waiting on word of their approval.

April 15 Spring Conference – The budget and assignment sheets were reviewed and updated. It was decided to use a classroom style set up for the conference. Connie will confirm lunch arrangements with Bandanas, requesting extra 'original' sauce. The food committee will finalize other food needs after the meeting. Registrations are currently shown at 22.

Recruitment Campaign – JoAnn reported she received no names to pass to the regional headquarters for this campaign.

New Business:

Nominating Committee – Sue had sent an email to the membership to vote on the slate of officers for the new year. Official announcement of the new officers elected—President, Vice-President, Secretary, and Board Member at Large—will be made at the April meeting. Induction will occur at the June 17 meeting.

Chapter Dues Changes Due by May 1 – After some discussion and review of other chapter dues in our region, Sue moved the annual dues for the Central Missouri ARMA Chapter be increased to \$25.00 (from \$20.00). This would be made effective with the new chapter year in July 2008. Sally seconded the motion and it was approved by a voice vote without opposition.

May meeting – JoAnn mentioned the next meeting was the Kansas City trip on May 20. She will contact Craig Kelso for details to share with the chapter.

Adjournment occurred at 4:00 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