

**Meeting Minutes of the Central Missouri Chapter  
Association of Records Managers and Administrators, Inc.  
May 15, 2007**

The Board of Directors of the Central Missouri Chapter of ARMA convened at MFA, Inc., in Columbia following our Spring Seminar – 'Twas the Night Before Implementation – with Penny Quirk. 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.

**Call to Order** was made by President, JoAnn Looten, at 4:24 p.m.

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

**Treasurer's Reports** for April and May will be presented at the June meeting including a final review of the income and expenses from today's seminar

**Membership Update** for April shows 32 members with 5 shown on the 099 List.

**Website** now shows information about our 20<sup>th</sup> Anniversary Celebration in June.

**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** – No word has been received. Connie will take a copy of the document from our Website to provide the bank so that the name on our account can be changed. We will continue to use our current checks, changing our name on them when a re-order is necessary.

**Spring Seminar** –

**Budget** amounts indicate an approximate gain of \$1,515. Registrations remained at 18 members; 3 non-members.

**20<sup>th</sup> Anniversary Celebration** – (June 19, 2007)

**Invitations** (sample attached) will be mailed by JoAnn this week to those individuals on the revised list of founding members.

**Food** selection has been made for the menu choices. Connie will contact Jack's to see if we can bring a cake for the celebration; JoAnn will bring it.

**Events** will include a slide show during the meal, the induction of officers, recognition of the founding members and chapter member of the year, and the ARMA bucks auction.

**ARMA Bucks** are in the capable hands of Sue. JoAnn will send an email reminder to members about the need for donations for the auction.

**Auctioneer** – Michael will ask Tom Nield if he will serve as our auctioneer for the auction.

**Leadership Conference** – (July 12 – 14, 2007 in Des Moines, Iowa)

**Attendees:** Currently Carmen and Sally both plan to attend; Connie is still checking with her employer. If Connie does not attend, we will split the Leadership Grant we received between Sally and Carmen. Craig will be attending as region coordinator.

**Grant:** Additional dollars (above the approved grant) may be available but Craig suggests we forego any additional funds.

**Motion:** Mary Lou moved that we let Paula Sutton (ARMA International Headquarters) know we wish to forego any additional money beyond the initial grant which might be made available. The motion was seconded by Michael and approved by a voice vote.

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**New Business:**

***Summer Planning meetings*** – dates will be determined at the June meeting.

***Dues Increase*** – ARMA International Member dues increase to \$175 (from \$150) effective July 1, 2007. It was suggested members might want to submit their renewals prior to that date if possible.

**Adjournment** occurred at 4:45 p.m. with a motion from Carmen followed by a second from Mary Lou and approval by a voice vote.

Respectfully submitted,

Mary Lou Stegner, Secretary