

**Meeting Minutes of the Central Missouri Chapter
Association of Records Managers and Administrators, Inc.
'May 2008' Meeting on April 29, 2008**

The Board of Directors of the Central Missouri Chapter of ARMA convened at the 3-1-9 Grill in Jefferson City following our 'May' meeting of a tour of the Missouri Department of Revenue in the Truman Office Building. Our host for the presentation and tour was Jim Brentlinger, Taxation Bureau Administrator. Present for the Board meeting were members Sue Hilkemeyer, Michael Shellman, Sally Hagar, Carmen Tinker, and Mary Lou Stegner. Kent Hoffpauir also attended.

Call to Order was made by Vice-President, Michael Shellman, at 12:15 p.m.

Minutes from the April 15 meeting, which had been emailed previously by Mary Lou, were reviewed. Sally moved the minutes be approved. Carmen seconded the motion and the minutes were approved by a voice vote without opposition.

Treasurer's Report for April (balance of \$8,417.94) from Sally was distributed. All costs for the conference have been paid. Carmen moved the report be approved. Mary Lou seconded the motion and the report was approved by a voice vote without opposition.

Membership Update – Tabled since information for the month has not yet been received.

Web Update – Webmaster, Carmen, reported the website is doing well until Michael informed her it was down this morning. She will research this problem when she arrives at her office today.

Old Business:

Chapter Bylaws Update – Our chapter, along with several other chapters, continue waiting on word from ARMA International of the approval of our updated bylaws.

April 15 Spring Conference Budget Update – The updated budget was presented showing a net profit of \$3,033.08.

Leadership Conference and Grant Application - The application for a \$400 Leadership Training grant was submitted to ARMA International last week. This would assist in sponsoring one or more of our chapter members in attending the Midwest/Rocky Mountain Region Leadership Conference to be held in downtown St. Louis, MO July 10-12 at the Omni Hotel. At this point, Todd Gilliom and Kent Hoffpauir have expressed interest in attending. Estimated expenses for each attendee would be hotel reservations for three nights (\$450) plus transportation costs ranging from \$150 to \$200.

Motion: Sue moved that our chapter pay all expenses—minus the registration fee of \$200 each—for two applicants with or without our receiving the requested grant. Mary Lou seconded the motion and it was approved by a voice vote.

Summer Planning Meetings – Meetings for the planning of next year's programs were set for July 15 and August 19. Carmen and Sally will check to see if they can be at MFA and MOSERS. Additional details will be announced at the June meeting.

Chapter Member of the Year – Sue indicated she had received good responses providing a total of four or five nominees for the honor with excellent comments. She will send an email soliciting votes to determine the Chapter Member of the Year with the results disclosed at the June 17 meeting.

New Business:

June meeting – The June meeting which will include the induction of new officers, Chapter Member of the Year recognition, and the ARMA Bucks auction will be held June 17 in Jefferson City at the Truman Hotel. Board meeting will be from 4:30 to 5:30 followed by a social time until 6:00. Dinner will be 6:00 to 7:00 followed by the induction, recognition, and auction. Menu choices will be emailed to the Board by Sue so that we can narrow those choices to two entrees. As in the past, we will charge \$20.00 for the meeting with the chapter picking up any additional charges. JoAnn will send a notice to all members of the meeting with the cost, menu choices, and directions.

Adjournment occurred at 12:40 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