

**Meeting Minutes of the Central Missouri Chapter
Association of Records Managers and Administrators, Inc.
November 14, 2006**

The Board of Directors of the Central Missouri Chapter of ARMA met in the Board Room at PSRS/PEERS in Jefferson City. This followed an interesting program by Craig Kelso, Sue Hilkemeyer, and Michael Shellman reviewing the recent ARMA International Conference held in San Antonio, Texas October 22-25. Craig shared copies of the white paper from Microsoft distributed at ARMA International. Present for the Board meeting were members JoAnn Looten, Michael Shellman, Connie Harper, Sue Hilkemeyer, Craig Kelso, and Mary Lou Stegner, and visitor, John Larkin.

Call to Order was made by President, JoAnn Looten, at 2:10 p.m.

Minutes from the October meeting had been emailed by Mary Lou and were reviewed. Michael moved the minutes be approved. Sue seconded the motion and they were approved by a voice vote.

Treasurer's Reports for September and October were presented by Connie. The balance as of October 24, 2006, was \$3,403.82. The reports were approved by a voice vote after Michael moved they be approved, seconded by Mary Lou.

Membership increased to 31 members—new members are Kent Hoffpaur and Cheryl Riggs of A G Financial. There are no additional members to contact on the '099 list' about joining the local chapter.

Website is coming along. Craig will decide if he will enter it for the Website of the Year Award. JoAnn distributed copies of the 2005-06 score sheet she recently received for the 2005-06 Website competition.

Old Business:

Chapter Archives – Connie is progressing with organizing the old records she inherited and the Heartland Seminar information. Michael will give the information he has from Heartland to John, also. John will appraise items to keep before submitting them to storage.

Chapter Bylaws - No word yet on finalizing the revisions with ARMA International.

20th Anniversary Celebration – JoAnn shared a sample invitation we could use to invite charter/former members to the June 19, 2007, meeting. JoAnn has a list and we will work on getting addresses at the December and January meetings.

December meeting is December 12 at Madison's in Jefferson City. A cost of \$20.00 was set for members with a choice of menu features from Top Sirloin, Chicken Marsalla, and Lasagna. Festivities will start with the Board meeting from 4:30 p.m. to 5:30 p.m., followed by socializing at 5:30 p.m. with the meal to be served at 6:00 p.m. The evening will also include a non-perishable food drive for the Samaritan Center and a \$10 gift exchange.

Spring Seminar Planning - Discussion turned to the Spring Seminar, tentatively set for May 15. Connie is searching for a location in Columbia, but needed more details about the seminar before she could get commitments. Currently, considering set up of two rooms—one for the session and one for the vendors/lunch. Craig will check with Penny Quirk to determine if she would be available to present "Twas the Night Before Implementation" and for her suggestions on how to compose the time schedule. He will also discuss with her the monetary, housing, and travel requirements. Mailing list 'sources' have been identified. Sponsors/vendors will be needed and board members are requested to make any contacts they can for assistance. There was some discussion about the possibility of a second 'track' and Craig will search for possibilities.

New Business: None

Adjournment occurred at 3:00 p.m. following a motion, a second, and approval by a voice vote.

Respectfully submitted,

Mary Lou Stegner, Secretary