

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

The Board of Directors of the Central Missouri Chapter of ARMA convened via conference call due to the cancellation of the monthly meeting for November at Public School Retirement System which will be rescheduled for another date. Present for the Board meeting were members JoAnn Looten, Michael Shellman, Sue Hilkemeyer, Connie Harper, Carmen Tinker and Sally Hagar. Also in attendance was Craig Kelso, Region Coordinator for the Midwest. Absent from the meeting was Mary Lou Stegner.

Call to Order was made by President JoAnn Looten, at 2:05 p.m.

Minutes from the October meeting had been emailed by Mary Lou. After review, Sue moved the minutes be approved. Sally seconded the motion and the minutes were approved by a voice vote without opposition.

Treasurer's Report for October (balance of \$5,224.53) from Sally was distributed by JoAnn. Carmen moved the report be approved. Connie seconded the motion and the report was approved by a voice vote without opposition.

Membership Update –

33 members remain on our current membership roster.

List of 099s – David Kessel was shown as joining ARMA International. He will be contacted in reference to joining the Central Missouri chapter of ARMA.

Web Update – Webmaster, Carmen, informed the Board there have been no changes or updates. The host server we use changed the IP address. Carmen is working on the technical changes and hopes to have changes/updates made by the next Board meeting. She will send out an e-mail to Chapter members when the updates are made.

Carmen submitted to Tom Killian of ARMA International the application for Chapter Website of the Year – Small Chapter. JoAnn informed the Board that she has received the confirmation from Tom that the application has been received.

Old Business:

Chapter Archives – Connie will take them to John Larkin, for storage.

Chapter Bylaws – Craig informed the Board that ARMA International is reviewing the By-laws and he hopes to have further details by the December meeting.

Summer Planning –

April 15 Spring Conference – JoAnn asked if anyone had contacted prospective speakers for our conference. JoAnn contacted two prospective speakers, John Isasa. John requested a \$1500.00 honorarium plus expenses. JoAnn also contacted Marie Allen who formerly worked for the National Archives at the United States Presidential White House. Marie requested a \$500.00 Honorarium plus travel cost. The St. Louis AIRM Chapter is in hopes of acquiring Marie as a speaker. If we coordinate the timing between the two events it will cut down on expenses. Carmen moved to approve JoAnn contacting Marie to speak at the Spring Conference. Michael seconded the motion. Approval for Marie Allen to speak at the spring conference was approved by a voice vote without opposition.

December – meeting scheduled for December 11 at Jack's Gourmet Restaurant in Columbia. Connie discussed menu options. Menu selection of London Broil or Honey Grilled Chicken and 2 side dishes was selected by the board

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. The board discussed the cost per person. Michael moved that the cost of \$20.00 per person be approved. Carmen seconded the motion. The cost was approved on a voice vote with no opposition. The Board discussed having a food drive for the Columbia Food Bank, to coincide with the Holiday Party. The Board will ask attendees to donate non-perishable food items. Carmen moved to approve the food drive. Sally seconded the motion which was approved on a voice vote with no opposition. In addition, the board discussed having a gift exchange with a \$10.00 limit on the gift. Carmen moved to approve the gift exchange. Connie seconded and the gift exchange was approved on a voice vote without any opposition. Various forms of entertainment were discussed such as games and contests. Two games were approved (Gift wrapping contest, and Holiday story gift swap). Connie will try to find a third fun and exciting game for those in attendance.

New Business:

Assessment – Local Chapter Assessment is due to ARMA International via Bill “Dollar Bill “ Ptacek by December 31, 2007. JoAnn will provide Sally with Bill’s e-mail address to forward the assessment. Jo Ann reminded the Board the assessment per member has increased to \$2.00 per person for the 2007-08 year and will increase to \$3.00 during the 2008-09 chapter year.

Adjournment occurred at 4:30 with a motion from Michael followed by a second from Carmen and approved by a voice vote.

Respectfully submitted,

Michael Shellman, Vice President