

**Meeting Minutes of the Central Missouri Chapter
Association of Records Managers and Administrators, Inc.
October 17, 2006**

The Board of Directors of the Central Missouri Chapter of ARMA met in the conference room at Boone National Bank in Columbia. Present were members JoAnn Looten, Michael Shellman, Sue Hilkemeyer, Craig Kelso, and Mary Lou Stegner, and visitor, Todd Gilliom. The meeting followed a very informative presentation by four of our own, Craig Kelso, CRM, JoAnn Looten, Michael Shellman, and Greg Schildmeyer, CRM, about Preparing for the CRM Exam. JoAnn distributed ARMA lapel pins to those present.

Call to Order was made by President, JoAnn Looten at 2:20 p.m.

Minutes from the September meeting were distributed by Mary Lou Stegner and reviewed. Michael moved the minutes be approved. Sue seconded the motion and they were approved by a voice vote.

Treasurer's Report was not available. This report will be presented next month

Membership number is holding at 29 members. There is no one to contact on the '099 list' about joining the local chapter.

Web site is coming along. Craig will be updating soon with all of our upcoming events.

Old Business:

Chapter Archives – Will check with Connie next month about the status of the old records and the Heartland Seminar information.

Heartland RIM Seminar - The last check was cashed by the St. Louis chapter and the bank account is now closed.

Calendar Updates for 2006-07:

December meeting – The date was changed to December 12. We will determine entrees` available to establish a charge for the meeting rather than ordering off of the menu. A Food Drive for the Samaritan Center is still planned.

Chapter Bylaws - This item will carry over to the November meeting.

Attendees to ARMA International from this chapter will be Willie Jones, Cynthia Parks, Randy Wiemer, Sally Hager, Sue Hilkemeyer, Craig Kelso, Michael Shellman, and Barbara Melton. JoAnn reminded these attendees they are asked to make presentations at the November 14 meeting.

20th Anniversary Celebration – We hope to invite charter/former members to the June 19, 2007, meeting. JoAnn will check into securing the charter member list and invitations we can send. Connie has made our reservation at Jack's Restaurant in Columbia for the meeting.

November planning session for the one-day seminar in May 2007 will be the main order of business at the November 14 Board Meeting at PSRS in Jefferson City.

New Business: None

Adjournment occurred at 2:35 p.m. following a motion from Sue, seconded by Michael, and approved by a voice vote.

Respectfully submitted,

Mary Lou Stegner, Secretary