

**Meeting Minutes of the Central Missouri Chapter  
Association of Records Managers and Administrators, Inc.  
September 19, 2006**

The Board of Directors of the Central Missouri Chapter of ARMA met in the conference room at the Samaritan Center in Jefferson City. Present were JoAnn Looten, Connie Harper, Sue Hilkemeyer, Carmen Tinker, Sally Hager, Craig Kelso, and Mary Lou Stegner. The meeting followed a very informative tour of the Samaritan Center. Chapter members surprised our host, Executive Director, Marylyn DeFeo, with non-perishable food items.

**Call to Order** was made by President, JoAnn Looten at 3:25 p.m.

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

**Treasurer's Report** (copy available) was presented by Connie Harper. The balance as of August 22, 2006, was \$3,342.00. Mary Lou moved the report be approved as presented. The motion was seconded by Carmen and approved by a voice vote.

**Membership** lists were distributed by JoAnn showing we are holding at 29 members. Craig contacted Krystal Metzethin who indicated she does not wish to join the local chapter.

**Web site** is coming along slow but sure. Craig reported all provider changes have been made and paid. Although the site is up and functional, he keeps working on kinks. He plans to display upcoming events soon.

**Old Business:**

**Chapter Archives** - Connie is still preparing the old records she inherited for the archives.

**Heartland RIM Seminar** - The account balance was split with the St. Louis chapter and the bank account is now closed. A special THANK YOU was extended to Michael Shellman who deposited money in the account to avoid extra fees on the account. Craig will contact the St Louis chapter about cashing their check. The Chapter extends special appreciation to Michael for taking care of this.

**Calendar Updates for 2006-07:**

**October 17** - Program time has changed to 1 p.m. Craig Kelso, Greg Schildmeyer, Michael Shellman, and JoAnn Looten will be presenting "Preparing for the CRM Exam" at the Boone County Bank in Columbia, MO. Board meeting will follow at 2 p.m.

**November 14** - Craig will develop the program for the presentations of those attending ARMA International. Following the meeting to be held at PSRS in Jefferson City, MO, the Board will be planning the full-day seminar.

**December** - Consensus was that we might want to change this meeting date to December 12. (JoAnn will attempt to change the date at Madison's.) It was also suggested that we include a Food Drive for the Samaritan Center.

**February 20 and April 17** meetings have been confirmed.

**Chapter Bylaws** - Craig will check with Paula Sutton with ARMA International to determine the exact procedures to follow for 'filing' the final Chapter Bylaw changes agreed to at the August 2006 meeting with ARMA International Headquarters, possibly a hard copy mailed by our president.

**New Business:**

**Lapel pins** - Craig will bring ARMA lapel pins to the next meeting to distribute to all members.

**20th Anniversary Celebration** - On June 11, 2007, the Central Missouri Chapter of ARMA will celebrate it's 20th birthday. JoAnn asked that we bring ideas for the celebration to the next meeting. Maybe something could be incorporated into the ARMA Bucks Auction/Awards night.

**Adjournment** occurred at 3:50 p.m. following a motion from Carmen, seconded by Connie, and approved by a voice vote.

Respectfully submitted,

Mary Lou Stegner, Secretary