

**Meeting Minutes of the Central Missouri Chapter
Association of Records Managers and Administrators, Inc.
September 18, 2007**

The Board of Directors of the Central Missouri Chapter of ARMA convened at the Secretary of State's office following a very informative tour of the microfilm/microfiche/IT operations of that office led by Michael Shellman. Present for the Board meeting were members JoAnn Looten, Michael Shellman, Sue Hilkemeyer, Sally Hager, Carmen Tinker, and Mary Lou Stegner. Katie Mullin was a guest of Carmen's.

Call to Order was made by President, JoAnn Looten, at 3:20 p.m.

Minutes from the August meeting were distributed by JoAnn. After review, Michael moved the minutes be approved. Carmen seconded the motion and the minutes were approved by a voice vote without opposition.

Treasurer's Report for August (balance of \$5,082.63) was presented by Sally. Mary Lou moved the report be approved. Carmen seconded the motion and the report was approved by a voice vote without opposition.

Membership Update –

33 members are on our current membership roster. (NOTE: Our three newest members attended today's meeting: Barbara LePage, Kay Finnell, and Rodney Britt.)

Chapter Member Comparison Report showing a 6.45% growth for our local chapter was printed and distributed by JoAnn.

List of 099s – Anita Snethern from this list requested and was sent information on becoming a member of the local chapter.

Web Update – Webmaster, Carmen, noted all updates are complete. All members are welcome to write articles and forward them to Carmen to be published on the web.

Old Business:

Chapter Archives – Tabled until next month.

Chapter Bylaws – Tabled until next month.

Summer Planning – Mary Lou noted the February 19, 2008 meeting at Underground Records Management in Columbia has been confirmed. Sue noted that confirmation of attendance for the October meeting needs to be made by October 5.

April 15 Spring Conference – Plans will be made in October after members return from ARMA International with suggestions for speakers. (NOTE: Our chapter members attending ARMA International are Joann, Sue, Willie Jones, Cyndy Parks, and Craig Kelso.) Carmen has reserved MFA, Inc. in which to again host the event.

June Meeting/ARMA Bucks Auction – Michael will review with Craig the concerns he expressed about Madison's from previous meetings. Mary Lou will contact the Three One Nine Grill as a possible alternative for this year's celebration.

Chapter Supply Order Form: JoAnn ordered and has received updated brochures and membership applications which were no cost to the chapter.

New Business: None

Adjournment occurred at 3:45 p.m. with a motion from Sue followed by a second from Sally and approval by a voice vote.

Respectfully submitted,

Mary Lou Stegner, Secretary