

**Central Missouri Chapter, ARMA Intl.
Board of Directors
Meeting Summary, July 20, 2009**

The ARMA International Central Missouri Chapter Board of Directors met via conference call.

Attendance: The following board members were in attendance at the meeting: Sue Hilkemeyer (President), Greg Schildmeyer (Vice-President), Connie Harper (Director), JoAnn Looten (Immediate Past President), Kent Hoffpauir (Director), and Christina Miller (Secretary).

Call to Order: The meeting was called to order by Sue Hilkemeyer, at 2:01 pm.

Approval of Meeting Minutes: Minutes from the June meeting were reviewed. Connie moved to approve the minutes and Kent seconded. The minutes were approved unanimously.

Treasurers Report: Sue presented the bank reconciliation for June 2009 (balance of \$10,163.44) on behalf of Sally Hager. Kent moved that the report should be approved and Christina seconded. The Treasurer's report was accepted unanimously.

Website Update: Sue wrote new President's Pen, and Barb posed it to the site. The Board is going to ask Barb to send out notices when she updates the website.

Old Business

1. **2008-2009 Activity Calendar:**
 - a. Regional Conference July 13th – 14th: Christina, JoAnn and Greg talked some about their experiences at the leadership conference.
2. The changes to our By-laws were approved last month by ARMA International.

New Business

1. 2009-2010 Calendar Meeting Calendar: Ideas
 - a. JoAnn confirmed Robin Gibson from the Office of State Court Administrators for the presentation "Managing Risk in Records Management" to be help at MOSERS on September 15.
 - b. Rich Smith from Express Scripts – We would need to pay his travel from St. Louis (~\$150) so maybe we would charge for one meeting and have a luncheon as well. Sue is going to look into this option.
 - c. Possibilities for our road trip meeting, since the May 2009 meeting was so successful, are Karen Shaw at NARA in Kansas City or Rae Lynn Halliday at the St. Louis Zoo.

- d. Christina is going to look into a presentation on the eSchool system for the Columbia Public Schools. eSchool tracks all student records for the district. This is a possibility for October.
 - e. JoAnn is going to organize the ICRM presentation for the January meeting. ICRM has a prepared slideshow that can be presented by any CRM.
 - f. Greg is going to prepare a presentation on how to build a retention schedule, maybe for February.
 - g. We are going to check with PSRS as a possible hosting site for one of the Jefferson City dates.
 - h. Connie is going to organize the Holiday party in Columbia looking into Monday dates instead of Tuesday.
 - i. JoAnn is going to follow up with Huber and Associates, the local IBM company to see about a presentation, maybe for March.
2. The August planning meeting is going to meet via conference call at 2pm on August 18th.

Adjournment: JoAnn made a motion to adjourn. Connie seconded. The motion was approved unanimously at 2:58 p.m.

Respectfully submitted,
Christina Miller, Secretary