

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

The ARMA International Central Missouri Chapter Board of Directors met at Boone County National Bank following a presentation by Sharon Miller on Columbia e-school.

Attendance: The following board members were in attendance at the meeting: Sue Hilkemeyer (President), Connie Harper (Director), JoAnn Looten via conference call (Immediate Past President), and Sally Hager (Treasurer) and Kathy Nichols.

Call to Order: The meeting was called to order by Sue Hilkemeyer, at 3:20 pm. Sue asked JoAnn to take minutes in the secretary's absence.

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

Treasurers Report: Sally presented the bank reconciliation for September 2009 (balance of \$9152.30). Connie moved that the report should be approved and JoAnn seconded. The Treasurer's report was accepted unanimously. Sally provided a copy of the bank statement as back-up as requested by ARMA International.

Website Update: Barb has been keeping up with the website edits. It was requested that JoAnn send the minutes to Barb right away so she can update the website with all of the upcoming changes from today's meeting.

Old Business:

November meeting: Richard Smith is unable to present due to a work conflict. JoAnn and Craig are going to do the CRM presentation from January instead. The meeting is going to start at noon with the Presentation at 1 pm. The presentation is going to be preceded by a Thanksgiving themed potluck lunch. Connie is going to bring the turkey, gravy, and dressing. Christina is going to bring mashed potatoes. JoAnn is going to bring the rolls. Ken is going to bring a dessert. Sally will bring a side dish. Boone County National Bank will sponsor the soft drinks. Everyone else should bring a side dish. JoAnn made a motion and Sally seconded the motion to pay for the meat, paper plates and utensils out of the treasury. The motion passed unanimously. Connie asked for a head count by November 10th she'll know how much turkey to purchase and thaw.

December meeting: Holiday Party will be at Grand Cru. Connie has taken care of the reservations and will take care of the menu. There will be a charge of \$20.00 for the meeting and that will also include the entrée, coffee or tea. The chapter will pick up the expenses above \$20.00 for the meal. There will be a cash bar for soft drinks and alcohol. There will be \$10.00 gift exchange for those that are interested. Sally and

JoAnn will provide games. We will collect food for the Jefferson City Samaritan center.

January meeting: Sue will contact Richard Smith, CRM to see if he can present in January instead of November. We'll need to put "tentative" beside this presentation on the website. We are going to move the meeting to 11 am, and have an optional lunch and board meeting to follow, location to be determined later (possibly Ria's).

February meeting: Presentation by Greg, if he's back from Washington DC. We need to discuss this date with him next month when he's able to be on the conference call. We may need to move him to April and then find a new speaker for February.

March meeting: Will now be the Spring seminar and we will hold this at MOSERS instead. (After the conference call JoAnn found out that MOSERS was not an option this year). We can reduce the cost to \$50.00 since we won't have speaker expenses. JoAnn will wait until we find an alternate location before she calls to cancel the locations with Huber & Associates. JoAnn and Sally will do the brochure. Connie will research mailing lists. It was discussed that we might want to give the speaker a nice speaker gift. We may want to use a different approach for advertising, such as newspapers and use the attendee list from last year and the SOS list. Connie will research the cost of using her new color printer.

May meeting: Haven't heard from Karen at NARA in Kansas City. JoAnn will send Sue a picture of Karen Shaw so she remembers who she is. JoAnn will be visiting the GKC Chapter in January and Greg talked to Karen at ARMA International and she had no recollection of his emails.

New Business:

Greg and Sue will be gone during the next business meeting. Sue asked JoAnn to take care of introductions and the following business meeting in November.

Adjournment: JoAnn made a motion to adjourn. Sally seconded. The motion was approved unanimously at 3:51 p.m.

Respectfully submitted,
JoAnn Looten CRM