

**Central Missouri Chapter, ARMA Intl.
Board of Directors
Meeting Summary, December 7, 2009**

The ARMA International Central Missouri Chapter Board of Directors met at Grand Cru Restaurant in Columbia, prior to the Holiday dinner.

Attendance: The following board members were in attendance at the meeting: Sue Hilkemeyer (President), Sally Hager (Treasurer), Connie Harper (Director), Kent Hoffpauir (Director), and Christina Miller (Secretary). Mary Lou Stegner was also in attendance.

Call to Order: The meeting was called to order by Sue Hilkemeyer, at 4:35 pm.

Approval of Meeting Minutes: Minutes from the November 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 November 2009 (balance of \$9,132.88). Kent moved that the report should be approved and Christina seconded. The Treasurer's report was accepted unanimously.

Website Update: Barb has been updating the site. Sue needs to write a new President's Pen. Sue mentioned that other members are welcome to write articles to be posted on the site as well.

Old Business

1. **2009-2010 Activity Calendar:**

- a. January 19th meeting – Richard Smith of ESI. Lunch will follow at Ria's. Christina will call about reserving a table in the back room for lunch and the board meeting to follow. Sue is going to verify the location (MOSERS v. MCHCP)
- b. JoAnn is talking to someone at the Department of Conservation about the February meeting
- c. March 16th – Spring Seminar, presentation by Moncia Crocker from Genus Technologies LLC.
 - i. Mary Lou volunteered to be on the food committee with Sally and Connie.
 - ii. We need a gift for the speaker and a door prize. JoAnn is assigned this task.
 - iii. Sally is going to handle registration and name tags
 - iv. Mary Lou is going to get the donor signs made
 - v. JoAnn and Sally will put together binders

- vi. Sue is going to check with JoAnn about audio visual requirements for the room.
- vii. Christina needs to send the SOS mailing list to Connie
- d. April 20th – Possible Presentation by Greg
- e. May 18th – Open date. Looking into a trip to Kansas City, possibly to include a tour of ARMA International.
- f. June 22nd – Annual Awards Banquet at Truman Hotel

New Business

- 1. Spring Seminar Brochure
 - a. Add directions from Springfield to the brochure

Adjournment: Sally made a motion to adjourn. Kent seconded. The motion was approved unanimously at 5:15 p.m.

Respectfully submitted,
Christina Miller, Secretary