Central Missouri Chapter of ARMA International Planning Meeting #1
July 18, 2023

- Meeting called to order at: 9:30 am by President, Lori Grothoff

- **Attendance** for today: Joe Jungmeyer, JoAnn Looten, Lori Grothoff, Jessica Helmka, Jeni Crummey, Linda Karl, Brandy Tunmire, Christa Hinkle, Cindy Hartman

- **Approval of Minutes** from June Meeting – JoAnn motioned to approve; Lori Grothoff seconded. Minutes from June meeting were approved.

- **Treasurer’s Reports** – The web domain was renewed for one year. June and July reports reviewed by attendees – Brandy Tunmire motioned to approve both months’ reports; Jeni seconded. Both months’ reports were approved.

- **Website Report** – no updates. Jessica will look into capabilities for website analytics to share quarterly.

- **Old Business** – Linda said the 990 was filled out twice. ARMA Bylaws need to be reviewed and updated. JoAnn will complete the SOS filing today.

- **New Business**
  - **Calendar Items**
    - Ideas from Brandy Tunmire:
      - JC/Columbia:
        - Missouri Military Museum
        - State Museum
        - State Historical Society
        - MU American Archaeology Division – I can follow-up on this one.
        - SOS Records Management & State Archives – No need to follow-up on this one, we just pick the date and Brandy will arrange.
      - Other Places:
        - John B. Mahaffey Museum Complex, Fort Leonard Wood
        - Gasconade County Historical Society, Hermann, MO
      - Brandy will look into the following to see if they are viable options:
        - MoDOT Archive/Collections
        - State Historic Preservation Office
        - DNR Cultural Resource Management Division/Land Survey
        - DOC Inmate Records (Fulton Diagnostic Center)
      - **The remaining highlighted ideas on the list need to be divided amongst members to research.**
  - Ideas from Jeni Crummey: There is a person from Microsoft who does speaking engagements for Microsoft 365. Microsoft Syntax (AI version) may be an interesting topic, and how this could assist with records management duties.
  - JoAnn mentioned that it would be nice to have presentations virtually for the winter months. Some relevant topics may be:
    - Shared drive clean-up examples. Jeni volunteered to give a presentation on this.
    - Data Privacy and Data Breaches would be a good topic as well – Jessica will talk to someone at MEM to see if they would be willing to present on this.
Other Topics:
  ▪ Facebook and/or LinkedIn group advertising to obtain new memberships and more interest.

Next meeting:
  ▪ Location for in-person August 15th meeting (11:00 am) will be HuHot Mongolian Grill in Columbia, MO.
  ▪ Jeni Crummey will be inviting her assistant, Meggan Moore to the August meeting to meet everyone.

• Jeni Crummey motioned to adjourn. JoAnn Looten seconded the motion. Meeting adjournment at 10:04 am.