



Central Missouri Chapter, ARMA International  
Board of Directors Meeting Minutes  
April 16, 2013

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The Central Missouri Chapter, ARMA International Board of Directors conducted their monthly meeting at MOSERS in Jefferson City, Missouri.

**Attendance:** Those attending included Board Members Jana Taylor, Sally Hager, Connie Harper, Kent Hoffpauir, Nathan Troup, and Jackie Wagner.

**Call to Order:** The meeting was called to order at 3:08 p.m. by the President, Jana Taylor.

**Approval of Meeting Minutes:** The minutes from the February and March meetings were reviewed. Sally moved to approve the minutes, Kent seconded, and all were in favor.

**Treasurer's Report:** The March Treasurer's report was reviewed with an ending balance of \$14,754.43 after the following:

- \$200.00 was received for Spring Seminar registrations (one registration will be late)
- \$501.63 was spent for refreshments:
  - Connie wrote three checks--\$190.38 to Hy-Vee (included three \$25 gift cards for speakers\*\*); \$50.00 to Lowes; and \$251.25 to Argyles
  - Connie will be reimbursed for the \$20 she spent on ice and bagels

\*\*Sally and Connie said they made an "executive decision" to give a \$25 gift card to all three speakers, Willie Jones, Joe Winter, and Joe Perko; David Steward will be paid.

Kent made a motion to approve the report, Jackie seconded it, and all were in favor.

**Web Update:** Jana will have Barb put May meeting information on the web about the EDCO tour.

**Old Business:**

- Spring Seminar
  - The seminar went well, in general, and feedback was positive.
  - Joe changed his presentation at the last minute to *Disaster Recovery In Practice* so it wouldn't conflict with what Willie had presented. The presentation was well received.
  - Connie has David's contact information. He will email his mileage to her.
  - Cynthia will send Thank-you notes to all the speakers.

**New Business:**

- Plans for the May 21<sup>st</sup> EDCO Tour in Springfield were reviewed.
  - Cars will leave Jefferson City at 9:00 a.m., since it takes about three hours to drive to Springfield. Please RSVP to Jana by May 14<sup>th</sup> and let her know if you want to carpool.

- Kent said he has invited others in the Springfield area to attend the tour. He also passed out the following information about the tour:
  - EDCO's address in 1351 N. Belcrest Avenue, Springfield, MO 65802. Take Division exit off of Hwy 65, go west, turn left on Belcrest Avenue next to Freightliner Truck. EDCO will be on the right.
  - EDCO is an international corporation that provides records storage, scanning and shredding services in state-of-the-art facilities in Springfield and locations throughout the U.S. and other countries.
  - Lunch will be at noon and EDCO will provide the meal.
  - The tour will begin at 1:00 p.m. and will include the scanning, workflow, and paper recycling area, after which the group will visit the underground storage area. Vans will be provided to go from the main facility to underground storage.
  - The Board meeting will follow the tour.
- The Board discussed whether or not to change the amount the Chapter's dues. Sally moved that chapter dues remain as is, Nathan seconded, and all were in favor. Jana will let Headquarters know.
- Connie said that her ARMA dues run out at the end of this month. Kent moved that the Chapter pay half of Connie's dues, Sally seconded, and all were in favor.
- Connie brought up the possibility of changing the Chapter's PO Box in Ashland. The Board agreed it would be best to move the PO Box to Jefferson City. Connie will find out when the PO Box in Ashland runs out.

**Adjournment:** Connie made a motion to adjourn. Jana seconded it and the meeting was adjourned at 3:36 p.m.