

Central Missouri Chapter, ARMA International  
Board of Directors  
Meeting Summary, June 28, 2011

The Central Missouri Chapter, ARMA International Board of Directors met MOSERS.

**Attendance:** Those attending included Sally Hager (President), Connie Harper (Treasurer), Christina Miller (Secretary), and Board Members at Large Jana Taylor and Jackie Wagner.

**Call to Order:** The meeting was called to order at 1:36 p.m. by Sally Hager.

**Approval of Meeting Minutes:** The minutes from the May meeting were presented and reviewed. Jackie moved to approve the minutes and Connie seconded. The minutes were approved unanimously.

**Treasurer's Report:** Connie presented the May and June 2011 bank reconciliations. The ending balance in May was \$11,274.10 and the ending balance in June \$12,009.18. Connie noted that she will bring the 990 report to the July board meeting (It is due Aug. 1<sup>st</sup>). Christina made motion to approve the report and Jana seconded. The Treasurer's report was approved unanimously.

Connie is also going to try and get more information from ARMA, Intl. about their deposits into our account because they do not seem to match the \$25/membership that we should be receiving.

Orschlen's donated \$100.00 for the ARMA bucks banquet. Connie is going to get 5 \$20 bills from the bank so the chapter does not have to write checks to the members who win them.

**Website Update:** No Update

**Old Business:**

- **Leadership Conference:** July 17-19 – The chapter was not awarded the grant, as we have plenty of money in the bank.
  - Chapter reports are due June 30<sup>th</sup>. The board reviewed the report that Sally had prepared and Jana and Cynthia will present it at the conference.
- The Chapter Leader of the Year award is due to International on August 1<sup>st</sup>. It will be awarded at the Chapters Annual Meeting/ARMA Bucks Banquet in July.
- Spring Seminar
  - We had good responses on the survey. It was a successful event.

## **New Business:**

- **2011-2012 Program Calendar**
  - **July 26<sup>th</sup>:** Awards/ARMA Bucks at D Rowe's July 26<sup>th</sup>.
    - Board meeting at 4:30p.m., Happy Hour at 5 p.m. and dinner at 6 p.m.
    - \$20 fee for attendees includes meal but not drinks. Any amount over the meal will go towards room fees.
  - **August 16<sup>th</sup>:** Planning meeting via conference call. Time TBD.
  - **September 20<sup>th</sup>:** Penitentiary tour is scheduled for 10 am (2 hours), minimum 15 people (or will be opened to the public).
    - \$12. 00 each – Chapter will pay have the charge (\$6) for each person that RSVP's by September 1<sup>st</sup>.
    - Followed by lunch at Prison Brew's and Board meeting
    - This meeting may get pushed back to October if Brian Moriki is available to speak the week of May 11<sup>th</sup>. Sally is going to check again with Brian.
  - **October 18<sup>th</sup>:** Christina is going to check with SOS-Records Management about someone doing a presentation. This would be cancelled if Brian is available in September.
  - **November 15<sup>th</sup>:** Connie is going to check on a presenter and with Kathy Nichols on the availability of the Boone County National Bank conference room for the presentation and Thanksgiving potluck.
  - **December 13<sup>th</sup>:** Holiday Dinner in Columbia. Connie is going to check on a few places.
  - **January 17<sup>th</sup>:** Board meeting @ Panera in Jefferson City at 1:00 PM.
  - **February 21<sup>st</sup>:** Jackie is going to check with WHMC in Columbia about a possible tour (at 2:00 p.m.)
  - **March 20<sup>th</sup>:** Jana is going to check with the Highway Patrol about a possible tour/presentation of their record keeping system and museum. Christina will email Jana some MSHP contact information.
  - **April 24<sup>th</sup>:** Spring Seminar – Bill Millican has already agreed to be the speaker.
  - **May 15<sup>th</sup>:** Christina is going to check with Todd Gilliom in St. Louis about getting a tour of the new National Personnel Records Center in St. Louis. Aim for a 2:00 tour.
  - **June 19<sup>th</sup>:** Awards/ARMA Bucks, in Jefferson City. Place and time TBD.
- **The Chapter Board Update:** Due August 1<sup>st</sup>. Sally will email headquarters the new list of board members.

**Adjournment:** Jackie made a motion to adjourn. Christina seconded and the meeting was adjourned at 2:45 p.m.

Respectfully submitted,  
Christina Miller, Secretary

## 2011-2012 Program Calendar

<b>Date</b>	<b>Program</b>	<b>Time and Location</b>
July 26, 2011	Awards/ARMA Bucks	D Rowe's, 1005 Club Village Dr., Columbia Board meeting @ 4:30, Happy hour @ 5:30 and dinner @ 6:00 p.m.
August 16, 2011	Board meeting only: Planning meeting	Conference call. Time TBD
September 20, 2011	Tour of Missouri State Penitentiary	Prison tour at 10 a.m. Lunch at Prison Brew's at 12 p.m. 305 Ash St. Board meeting to follow
October 18, 2011	SOS Records Management Presentation: Topic TBD	PSRS - room reserved Jeff City 2:00 pm
November 15, 2011	Presentation??	Boone National Bank - Potluck
December 13, 2011	Holiday Party	Columbia
January 17, 2012	Board meeting only	Panera Bread- Jeff City 1:00pm
February 21, 2012	Western Historical Manuscript Collection tour ?	Columbia 2:00pm
March 20, 2012	HWY Patrol Tour ?	Jeff City 2:00pm
April 24, 2012	Spring Seminar - Bill Millican	MOSERS - Jeff City
May 15, 2012	National Personnel Records Center Tour	Saint Louis - day trip
June 19, 2012	ARMA Bucks/Awards Banquet	Jeff City