

**Central Missouri Chapter, ARMA International**  
**Board of Directors**  
**Meeting Summary, August 17, 2010**

The Central Missouri Chapter, ARMA International Board of Directors met via conference call.

**Attendance:** The following board members were in attendance at the meeting: Sue Hilkemeyer (Past President), Sally Hager (President), Greg Schildmeyer (Vice President), Connie Harper (Treasurer), Christina Miller (Secretary), Jackie Wagner and Jana Taylor (Directors). JoAnn Looten (Region Manager) and Barb LePage (Webmaster) were also in attendance.

**Call to Order:** The meeting was called to order by Sally Hager at 11:03 a.m.

**Approval of Meeting Minutes:** Minutes from the July meeting were reviewed. Sue moved to approve the minutes and Greg seconded. The minutes were approved unanimously.

**Treasurer's Report:** Connie presented the bank reconciliation for July 2010 (balance of \$9,963.60). Christina moved to approve the report and Jackie seconded. The Treasurer's report was accepted unanimously.

**Website Update:** Barb reported the website was updated with the new calendar information.

**Old Business:**

- 2010-2011 Calendar: See attached calendar.
- Records Retention Schedule: Committee (Jackie, Connie, and Greg) are meeting with John Larkin at Western Historical Manuscript Collection this week. The draft schedule is based on the Minneapolis chapter's schedule. Jackie has made some changes based on Christina's suggestions and by following the Secretary of State's General Retention Schedules.

**New Business:**

- JoAnn would like to plan a tour of the Missouri State Penitentiary, possibly for next year, or maybe next summer with a party at Prison Brews afterwards.
- Connie will be paying the Rocky Mountain Region dues this month, along with the PO Box rent (\$24). Connie's name has been added to the chapters bank account, along with Sallie's. Connie may sign up online to receive e-statements instead of paper statements.
- JoAnn printed photos to make a chapter scrapbook. Sue made a motion to reimburse JoAnn's printing costs. Greg seconded. The motion was approved.

**Adjournment:** Greg made a motion to adjourn. Jackie seconded. The motion was approved unanimously at 11:23 a.m.

Respectfully submitted,  
Christina Miller, Secretary

<b>Date</b>	<b>Event</b>	<b>Time and Location</b>
August 17, 2010	Planning Meeting	Conference call 11:00 am
September 21, 2010	David Steward, Director of Records Management Husch Blackwell Sanders	At Husch Blackwell Sanders office in Jefferson City at 2:00 p.m.
October 19, 2010	Greg Schildmeyer, CRM presents - Developing a Records Schedule	At PSRS at 2 p.m. in Jefferson City
November 7, 8, 9, 10, 2010	ARMA International Conference	San Francisco, California
November 16, 2010	Pot luck luncheon followed by Knowledge Lake Share Point presentation	Boone County National Bank in Columbia with pot luck dinner at 11:30 a.m.
December 14, 2010	Annual Christmas Party and Award Presentation	Madison's Café at Jefferson City – Board meeting at 4:45 p.m. – social hour at 5:30 p.m. and dinner at 6 p.m. -
January 18, 2011	Board Meeting Only	Conference call at 2 p.m.
February 15, 2011	TAB Presentation by Cinda Dowell	Boone Tavern (raised dining room) in Columbia at 11:00
March 15, 2011	Media Services / Shred / Time Document Storage-Imaging-Secure Shredding presentation by Bill Millican	MO Employers Mutual Insurance (MEM), 101 N. Keene Street, Columbia at 2:00 p.m.
April 19, 2011	Spring Conference	At MOSERS from 7:30 to 5:00 at Jefferson City
May 17, 2011	NARA Tour with Karen Shaw	Kansas City MO
June 21, 2011	Awards/ARMA Bucks Banquet	Columbia – Connie checking on restaurant