

**Central Missouri Chapter, ARMA International
Board of Directors
Meeting Summary, September 21, 2010**

The Central Missouri Chapter, ARMA International Board of Directors met at Husch Blackwell Sanders following monthly chapter meeting.

Attendance: The following board members were in attendance at the meeting: Sally Hager (President), Greg Schildmeyer (Vice President), Christina Miller (Secretary – via conference call), Jackie Wagner and Jana Taylor (Directors) and Sue Hilkemeyer (Past President). JoAnn Looten (Region Manager) was also in attendance.

Call to Order: The meeting was called to order by Sally Hager at 3:15 p.m.

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

Treasurer's Report: Connie was not in attendance, so we will approve the August Treasurers Report at the next meeting.

Website Update: No Update.

Old Business:

- Records Retention Schedule/Records inventory: Committee (Jackie, Connie, and Greg) met with John Larkin at his office (MU Records Office) and went through 4 boxes of Heartland records from 1991-2006 that have been sitting in John's office for several years.
 - Two boxes of Chapter records were previously donated to Western Historical Manuscript Collection (WHMC), and John provided us with the finding aid to our collection.
 - ARMA headquarters would need the charter or a copy of it, if the chapter were to go into dormancy.
 - We have two additional boxes of permanent/historic value that are ready for storage/archiving. The chapter needs to decide what to do with these records.
 - A draft retention schedule will be reviewed at the October meeting, along with a draft Retention and Disposition Procedure and Operations Manual.

New Business:

- ARMA Education Fund Raffle Tickets – Sally received 25 raffle tickets (\$5 each). The drawings will be held at International in November and next May. Sally is going to send out an email to members.
- Sally sent Barb a notice about changing the time on the October meeting to 1 pm, so that she can update the website.
- The November meeting will be a potluck/thanksgiving lunch. We will discuss the food at the meeting next month.

Adjournment: Greg made a motion to adjourn. Jackie seconded. The motion was approved unanimously at 3:33p.m.

Respectfully submitted,
Christina Miller, Secretary

Date	Event	Time and Location
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 1 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