

Tuesday, February 15, 2011 Central Missouri Chapter of ARMA International meeting at Boone Tavern, Columbia Missouri

Present: Sally Hager, Jackie Wagner, Jana Taylor, Darla Baslee, Connie Harper, and JoAnn Looten

- Sally Hager called the meeting to order at 1:08 P.M.
- JoAnn volunteered to take minutes in Christina's absence. Sally reported that she had not received the minutes from January since Christina was ill today and they will have to be approved next month.
- Treasurer's Report - Connie distributed the January treasurer's report. Our current balance is \$10,551.31 as of January 25, 2011. The bank statement will now be coming to Connie electronically and they can be transferred to someone else in the future when she is no longer the treasurer. Connie passed the December bank statement around for everyone to see. Jackie made a motion to approve the report, Jana seconded and all were in favor.
- Web Update - Jackie asked if we have membership rosters on the web and we do not. Jana wanted to know if we have our spring seminar on the web and we do have general information out there. Sally will send Barb the completed brochure to post on our website.
- Old Business – Jackie reported that updates were made as discussed to the operations manual. Jackie showed everyone a demo of the new manual. Willie provided an update for the history portion to include Linda Calvert. Jackie will send out an electronic copy for everyone's review. Sally had a question about how long to keep seminar registration forms and survey results. Evaluation results are not a record and can be tossed. A duplicate copy of our Charter can be obtained back from the historical society if we ever need it. Sally still has raffle tickets for sale.
- Spring Seminar - Jana will be making a sponsor sign for Huber and associates. Sally distributed copies of the spring seminar assignments and brochure. Sally needs to send Craig Kelso the brochure electronically and he will send it to all of the state records center contacts. Sally will send the brochure to all of our ARMA contacts and encourage our members to distribute the brochure to their co-workers. Sally will also give an electronic copy to JoAnn to send to chapters and the region. Jana made a motion that we distribute the spring seminar electronically this year and Jackie seconded. All voted in favor. Sally reviewed the spring seminar assignments and will send the list to JoAnn to attach to the minutes. Jackie will send Christina the information for the thank you card for today's speaker.
- New Business - Sally reviewed the March 15th presentation at MEM. Sally will make sure that Barb has all of the details about the March meeting and will send out a notice.
- Sally provided the dates for the leadership conference. Jana will be able to attend this year.
- Sally showed the board the two awards we received at leadership last year and will have Barb post them on the web.
- Connie made a motion to adjourn at 1:57 p.m. and Jana seconded the motion and all voted in favor of adjourning.

Respectfully submitted by JoAnn Looten, CRM