

Central Missouri Chapter, ARMA International  
Board of Directors  
Meeting Summary of March 15, 2011

The Central Missouri Chapter of ARMA International Board of Directors met at Missouri Employers Mutual in Columbia following the monthly meeting presented by Bill Millican, an RIM Consultant.

**Attendance:** Those attending included board members Sally Hager, Connie Harper, Jana Taylor, and Jackie Wagner. Also attending were guests Cynthia Morris, JoAnn Looten, Darla Baslee, and Mary Lou Stegner.

**Call to Order:** The meeting was called to order at 3:11 p.m. by the president, Sally Hager.

**Minutes:** The minutes from the January and February meetings were presented and reviewed. Jana moved the minutes be approved. The motion was seconded by Jackie and approved unanimously.

**Treasurer's Report:** Connie reported the February balance was \$10,551.31 and noted that \$50.00 had been deposited from ARMA International as well as \$.07 interest for a balance of \$10,601.38. She also noted that additional deposits to be made include \$100 each from Spring Seminar sponsors, Huber & Associates and Orscheln, seven member's registrations of \$75 each and one non-member registration of \$100 for a total of \$11,426.38.

Connie noted she has set up on-line banking with US Bank and that an additional \$100--not included in the above total--had been deposited from ARMA International. A federal ID number has now been secured and she will change the name on the bank account to correctly reflect the chapter name when next ordering checks. Jackie moved the report be accepted. The motion was seconded by Jana and approved without opposition.

**NOTE:** During the Treasurer's report, it was determined that Sally would send a 'reminder' email about registering for the Spring Seminar.

**Website Update:** It was noted the Website looks good. Jackie will talk with Barb about adding a link to the Western Historical Manuscripts Collections which houses our archives.

**OLD BUSINESS:**

Chapter Retention Schedule: Jackie distributed copies of the revised final Records Retention Schedule. This, along with the Operations Manual, are ready for posting on the Website and Jackie will communicate with Barb. In discussion it was determined to keep the Constitution in the archives permanently.

Raffle Tickets for the Educational Fund through ARMA International are still available from Sally.

Spring Seminar: Food - The meal, which will be provided by Underground Records Management, will be catered by Argyle Catering and will include fried chicken and bar-b-q brisket, 7-layer salad, potatoes au gratin, country green beans, and punch at a cost of \$8.45 per plate. Sheetcake, snacks for breaks, coffee, tea, and lemonade provided by the chapter will also be available.

Other assignments - Connie will be preparing name tags, Sue will be purchasing a door prize, and Sally will secure the presentation from the speaker, make booklets, and be sure the room is set up.

June Meeting needs to be changed to either June 7 or June 28. Sally will send an email to members asking for their preference and for a suggested Columbia location for the meeting.

**NEW BUSINESS:**

Leadership Conference this year is in Helena, Montana July 17-19. JoAnn Looten, Jana Taylor, and Cynthia Morris (with approval of her employer) plan to attend. Connie moved the chapter cover Cynthia's expenses not covered by her employer. The motion was seconded by Jana and approved without opposition. On behalf of the local chapter, Sally will apply for the Leadership Conference Grant through ARMA International.

Officer Elections: JoAnn and Sally will serve as the Nominating Committee for the upcoming election of officers for next year.

Koobah Registration will be researched as a possible registration tool through the Website for the Spring Seminar next year. Sally made a note to add this to next year's agenda.

**Adjournment:** Jackie moved the meeting adjourn. Connie seconded the motion and the meeting adjourned at 4:04 p.m.

Respectfully submitted,  
Notes by Mary Lou Stegner