

**Central Missouri Chapter, ARMA International  
Board of Directors  
Meeting Summary, July 20, 2010**

The Central Missouri Chapter, ARMA International Board of Directors met at the Ashland McDonald's for a summer planning meeting.

**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), Jackie Wagner and Jana Taylor (Directors). JoAnn Looten (Region Manager) was also in attendance.

**Call to Order:** The meeting was called to order by Sally Hager at 12:00 p.m. Sally requested that JoAnn take minutes in Christina's absence.

**Presentation:** JoAnn presented the chapter with the region Communication Award. The Central Missouri and Saint Louis chapters tied for this year's award. JoAnn also presented the chapter with a Hall of Fame award.

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

**Treasurer's Report:** Sally presented the bank reconciliation for June 2010 (balance of \$9888.53). Greg moved to approve the report and Connie seconded. The Treasurer's report was accepted unanimously. Sally asked if anyone had questions on the 990 form and they did not. She will submit that on Monday.

**Website Update:** Sally reported the website was up to date. Sally recently sent Barb a new President's Pen for posting.

**Old Business:**

- JoAnn, Jana and Jackie provided a quick overview of the leadership conference and the helpful tips from "Chapter Planning During Difficult Times".
- The leadership conference will be hosted in Missoula, Montana next year.
- JoAnn reported on the new region team and their corresponding chapter responsibilities.
- Jackie and Jana have no expenses to turn in since their employers covered their expenses.
- JoAnn reported the \$Bill Ptachek fund is low on funds and we could possibly consider using that fund as a donation opportunity in the future.
- Sally asked if we had ever received a response to our speaker grant request for the spring conference and Sue reported that we were not awarded that grant this year.

**New Business:**

- JoAnn recommended that we create a retention schedule for our chapter records by the end of the year. Jackie volunteered to chair the committee and Connie and Greg will service with her. They will see if they can also get John Larkin on the committee. They will also work on a transition plan for records and assign ownership.
- The committee mentioned above will also research the possibility of storing our records at URM to prevent any future storage issues after John retires.

**Planning for Chapter Year:** See attachment

**Adjournment:** Greg made a motion to adjourn. Jackie seconded. The motion was approved unanimously at 1:02 pm.

Respectfully submitted  
JoAnn Looten, Region Manager