

Central Missouri Chapter, ARMA International
Board of Directors
Meeting Summary July 24, 2012

The Central Missouri Chapter, ARMA International Board of Directors met at Eagle Scoop in Ashland MO.

Attendance: Those attending included board members Jana Taylor, Jackie Wagner, Nathan Troop, Kent Hoffpauir, Connie Harper and Sally Hager. Also in attendance was JoAnn Looten.

Call to Order: the meeting was called to order at 12:19 p.m. by the president, Jana Taylor.

Approval of Meeting Minutes: The minutes from the June meeting were reviewed. Sally made a motion to approve the minutes and Jackie seconded, and all were in favor.

Treasurers Report: Connie presented the bank reconciliation for June (balance of \$13,540.90). Nathan gave Connie his hotel expenses for the Leadership Conference of \$331.08. Connie will give Nathan a check as soon as she orders new checks. Nathan and Kent did not have any other expenses for the chapter to pay for the Leadership Conference.

Also discussed were checks with our new name on them. We have been approved by ARMA International to change the name on our bank account. Connie will order checks on line with our new name information.

Connie also distributed copies of the reconciliation report, bank reconciliation reports and the 990 form. Connie explained the report and 990 form, the 990 form was approved with minor changes and Connie would make the changes and send the 990 form to ARMA International tomorrow. The 990 form must be signed so Jana the President signed the form and gave it back to Connie to mail. Kent moved to approve the report and Jackie seconded, all were in favor.

Website Update: Jana said she send the President Pen to Barb LePage to update the website.

Old Business: JoAnn will send Jackie the logo for the new letterhead.

New Business: JoAnn asked the board to discuss the possibility of hosting the Leadership Conference in 2015. The board will think about it.

Planning for the year: See attached