

Central Missouri Chapter, ARMA International  
Board of Directors  
Meeting Summary, April 19, 2011

The Central Missouri Chapter, ARMA International Board of Directors met at MOSERS in Jefferson City following the monthly meeting presented by Helen Streck with Kaizen InfoSource LLC

**Attendance:** Those attending included Sally Hager (President), Connie Harper (Treasurer), Board Members at Large Jana Taylor and Jackie Wagner, Sue Hilkemeyer (Immediate Past President) and Christina Miller (Secretary) via phone. Also attending were guests JoAnn Looten, Barb LePage (Webmaster) and Cynthia Morris.

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

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

**Treasurer's Report:** Connie presented the March 2011 bank reconciliation. The ending balance was \$12,226.45. Sue made motion to approve the bank report and Jackie seconded. The Treasurer's report was approved unanimously. Sue then made a motion to reimburse Connie for the cost of food and supplies for the Spring Seminar, and the Board agreed.

**Website Update:** Website looks good. It was noted that the records manual was updated. Keep sending updates to Barb.

**Old Business:**

1. The Records manual and retention schedule have been updated. New binders are being assembled and handed out to each board member.
2. Raffle Tickets: Noted that raffle tickets are still available from Sally.
3. Spring Seminar:
  - a. Seminar turnout was great, 21 attended 5 of which were non-members. JoAnn to compile results of the survey and send to board.
  - b. JoAnn noted that we did not send out any seminar brochures through the postal mail, just through email, listserv, etc. and we still got the same amount of registrations. Definitely something to keep in mind next year.
4. Officer Elections: JoAnn to get an email out for officer elections. Bylaws state vote must be done by April 29<sup>th</sup>.
5. Chapter Member of the Year: Announcement to be made in June for Chapter member of the year.

6. The Leadership conference is July 17-19. We have submitted our grant application and JoAnn noted that it is the only one that regional has received so far.

**New Business:**

1. Presentation/Tour of NARA: Tour to take place on May 17, 2011 in Kansas City. This is a free event; the only cost will be lunch.
2. Big Bucks: Craig will be auctioneer. Connie is checking on two places in Columbia.
3. Spring Seminar 2012: Bill Millican volunteered to be guest speaker. Everyone agreed to book Bill for spring seminar in 2012.
4. Christina thought the Board should look into the online Chapter Session of the Month offered through ARMA and RIM On-Demand as an option for Jan/Feb meetings next year. Sally is going to check and see what they are offering.
5. The Board meeting will be May 24<sup>th</sup> via conference call at 2:00 p.m.

**Adjournment:** Sue made a motion to adjourn. Jackie seconded and the meeting was adjourned at 3:48 p.m.

Respectfully submitted,  
Christina Miller, Secretary