



Central Missouri Chapter, ARMA International Board of Directors Meeting Minutes

September 21, 2021

The Central Missouri Chapter of ARMA International Board of Directors conducted their monthly planning meeting via Zoom following the presentation “The Impact of Emojis in the Workplace Communications” by Matthew Mahon, National Manager of Information Governance and eDiscovery Sales for Ricoh USA, Inc.

There were 10 people in attendance.

Attendance: Those attending the board meeting included Board members: JoAnn Looten, Lori Grothoff, Jan Kinard, Linda Karl and Cindy Hartman. Ray Kinard and Joe Jungmeyer also attended the meeting.

Call to Order: JoAnn Looten called the meeting to order at 11:04 a.m.

Approval of Meeting Minutes: The August 17, 2021 meeting minutes were approved. Lori made the motion to approve and Linda seconded, all were in favor.

Treasurer’s Report: Linda presented the treasurer’s report for July 30, 2021 through August 31, 2021. The current balance is \$10,303.95. Jan made a motion to approve the report with Cindy seconding the motion, all were in favor. The transfer of account to Linda from Joe still needs to be done at the Secretary of State’s office. Linda or JoAnn will send a \$50 Amazon gift card to Matthew Mahon to show our appreciation for presenting at today’s meeting.

Website Update: Ray gave an update on the website. The ARMA Bucks have been updated on the website.

Old Business:

- We still need an updated photo of the Board Members for the Chapter website.
- The Operations Manual Review Committee met in June. The revisions to the manual are still in progress.

New Business:

- JoAnn led a discussion on the ARMA InfoCon 2021 that is being held virtually. Anyone who attends will need to let JoAnn know for ARMA bucks credit.
- The Calendar of Events for 2021-2022 was discussed.
- JoAnn led a discussion on future Board member retirements. We need to be cultivating and inviting coworkers to attend our ARMA meetings.
- We will have a Board of Directors meeting via Zoom on October 19, 2021 following a pre-recorded presentation “5 Ways Millennials are Changing Leadership” by Shannon Wood.

Adjournment: Jan made a motion to adjourn and Linda seconded. The meeting adjourned at 11:26 a.m.

Submitted by Jan Kinard, Secretary