

**Central Missouri Chapter of
ARMA International Planning Meeting #2**
August 15, 2023

- **Meeting called to order** at: 11:40 AM by President, Lori Grothoff; Linda Karl volunteered to take notes in Jessica's absence.
 - **Attendance** for today: Joe Jungmeyer, JoAnn Looten, Lori Grothoff, Linda Karl, and Brandy Tunmire
 - **Approval of Minutes from Last Meeting** -with one change – name of Christa Hinkle – add last name. JoAnn Looten motioned to approve the minutes with change; Brandy Tunmire seconded, and all voted in favor to pass with edit.
 - **Treasurer's Report** – Joe Jungmeyer provided copies and emailed to committee on 8/15 in AM. Missouri Secretary of State filing only bill for \$20.65 charged by JoAnn Looten. Discussion regarding who should maintain access to account and agreed to keep JoAnn Looten on the account and add Joe Jungmeyer and now that Linda Karl is not Treasurer, we will remove Linda Karl. Will need to provide these meeting minutes, signed by President, Lori Grothoff.
 - **Old Business**
 - Business registration fees are paid for two years.
 - Operations Manual /Bylaws Update (committee named including Brandy Tunmire, Lori Grothoff, JoAnn Looten, and Joe Jungmeyer). Brandy Tunmire will set up the meeting in Jefferson City and will send invite requests to review and make proposed edits.
 - Calendar – Reviewed calendar – see separate document provided as follow-up by JoAnn Looten.
 - **New Business**
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 - JoAnn Looten will be reviewing old paper minutes provided by past Secretary and apply the retention schedule. She will box these up for storage with the Western State Historical Society.
 - Lori Grothoff reviewed the ARMA 1099 list for paid ARMA members who had not selected a chapter. She reached out to an individual in Springfield on that list and invited her from Forvis to our future meeting.
 - **Next meeting:** September 19, 2023, in Jefferson City. Brandy Tunmire will provide meeting and location information closer to the date.
- Joe Jungmeyer motioned for adjournment and JoAnn Looten seconded.
- **Adjournment** at 12:20 PM