



# Central Missouri Chapter, ARMA International Board of Directors Meeting Minutes

August 17, 2021

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The Central Missouri Chapter of ARMA International Board of Directors conducted their monthly planning meeting via Zoom.

**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 11:06 a.m.

**Approval of Meeting Minutes:** The July 20, 2021 meeting minutes were approved. Lori made the motion to approve and Linda seconded, all were in favor.

**Treasurer's Report:** There was no treasurer's report available. The bank account was transferred to Linda from Joe. The transfer of account to Linda from Joe still needs to be done at the Secretary of State's office.

**Website Update:** Ray gave an update on the website. Linda's picture and bio has been added to the website and the 2021 ARMA bucks will be deleted.

## **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, Linda and Jeni attended the leadership conference and will get ARMA bucks credit.
- The Calendar of Events for 2021-2022 was discussed.
- JoAnn led a discussion on sending out member surveys in regards to virtual meetings versus in person meetings.
- JoAnn led a discussion on future Board member retirements. We need to be cultivating and inviting coworkers to attend our ARMA meetings.
- The group discussed showing appreciation for our online presenters and external speakers with possibly gift cards.
- JoAnn discussed using our free monthly chapter meetings as a promotional opportunity.
- We will have a Board of Directors meeting via Zoom on September 21, 2021 following a presentation on "The Impact of Emojis in the Workplace" by Matthew Mahon.

**Adjournment:** Jan made a motion to adjourn and Cindy seconded. The meeting adjourned at 11:46 a.m.

**Submitted by Jan Kinard, Secretary**