



Central Missouri Chapter, ARMA International  
Board of Directors Meeting Minutes  
February 18, 2020

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The Central Missouri Chapter of ARMA International Board of Directors conducted their monthly meeting at the Police Classroom next to City Hall in Jefferson City following a presentation on “Document Management” by Casey Lawrence.

**Attendance:** Those attending the board meeting included Board members: JoAnn Looten, Ray and Jan Kinard, Cindy Hartman, Casey Lawrence and Kent Hoffpaur. Jana Taylor, Tammy Taylor, Lori Grothoff, Binnie Black, Amanda Watson, Evelyn Lugo, Brandy Tunmire, Tom Nield, Todd Christine, Kathy Nichols and Andy Craig also attended the meeting.

**Call to Order:** JoAnn Looten called the meeting to order at 12:00 p.m.

**Approval of Meeting Minutes:** The January 21, 2020 meeting minutes were approved. Kent made the motion to approve and Ray seconded, all were in favor.

**Treasurer’s Report:** JoAnn presented the treasurer’s report for January 22, 2020 through February 18, 2020. The current balance is \$9,271.24. Jan made a motion to approve the report with Casey seconding the motion, all were in favor.

**Website Update:** Ray has updated the website with the most current information available.

**Old Business:**

- The March 17, 2020 Board of Directors meeting will take place at Shelter Insurance in Columbia following a presentation on “Organizing in Records Management from Skills to Expertise” by Sarah Buchanan.
- JoAnn led a discussion on the April 14, 2020 spring seminar and the guest speaker’s travel expenses. JoAnn handed out draft brochures and sign-up sheets for the seminar.
- The May 19, 2020 Board of Directors meeting will take place at The Hill Italian Restaurant in Springfield followed by a presentation and tour of the Missouri Institute of Natural Sciences.

**New Business:**

- The President of the Chapter is to appoint a 2 person nominating committee for Board Members whose terms are to expire. JoAnn will be contacting Board members for volunteers.
- The Nominating Committee will present a slate of officers for election at the March 17, 2020 meeting. The President, Vice-President and Director at Large offices are up for re-election. Voting will take place in April.
- A future discussion will be held on who to send to the Region Leadership Conference July, 2020.

**Adjournment:** Jan made a motion to adjourn and Ray seconded. The meeting adjourned at 12:15 p.m.

**Submitted by Jan Kinard, Secretary**