



Central Missouri Chapter, ARMA International  
Board of Directors Meeting Minutes  
January 21, 2020

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The Central Missouri Chapter of ARMA International Board of Directors met via conference call at 11:00 a.m.

**Attendance:** Those attending the board conference call meeting included board members: JoAnn Looten, Ray and Jan Kinard, Joe Jungmeyer, Cindy Hartman, Kent Hoffpauir and Casey Lawrence. Jana Taylor also attended the meeting.

**Call to Order:** JoAnn Looten called the meeting to order at 11:01 a.m.

**Approval of Meeting Minutes:** The October 2019 meeting minutes were approved. Kent made the motion to approve and Joe seconded, all were in favor.

**Treasurer's Report:** Joe presented the treasurer's report for October 15, 2019 through January 21, 2020. The current balance is \$9,256.24. Jan made a motion to approve the report with Ray seconding the motion, all were in favor.

**Website Update:** Ray has updated the website with upcoming meeting information.

**Old Business:**

- The February 18, 2020 meeting will take place at the Police Classroom next to City Hall in Jefferson City. Casey will give a presentation on "Document Management". Pizza will be brought in with a Board meeting to follow.
- The March 17, 2020 Board of Directors meeting will take place at Shelter Insurance in Columbia. A presentation on "Organizing in Records Management from Skills to Expertise" by Sarah Buchanan will follow the meeting.
- JoAnn led a discussion on changing the date of the April 2020 seminar per the guest speaker's request. Casey made a motion to change the date to April 14, 2020 and Cindy seconded, all were in favor.
- 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.

**Adjournment:** Casey made a motion to adjourn and Cindy seconded. The meeting adjourned at 11:18 a.m.

**Submitted by Jan Kinard, Secretary**