

Central Missouri Chapter of ARMA International Planning Meeting #1

July 18, 2023

- Meeting called to order at: 9:30 am by President, Lori Grothoff
- **Attendance** for today: Joe Jungmeyer, JoAnn Looten, Lori Grothoff, Jessica Helmka, Jeni Crummey, Linda Karl, Brandy Tunmire, Christa Hinkle, Cindy Hartman
- **Approval of Minutes** from June Meeting – JoAnn motioned to approve; Lori Grothoff seconded. Minutes from June meeting were approved.
- **Treasurer's Reports** – The web domain was renewed for one year. June and July reports reviewed by attendees – Brandy Tunmire motioned to approve both months' reports; Jeni seconded. Both months' reports were approved.
- **Website Report** – no updates. Jessica will look into capabilities for website analytics to share quarterly.
- **Old Business** – Linda said the 990 was filled out twice. ARMA Bylaws need to be reviewed and updated. JoAnn will complete the SOS filing today.
- **New Business**
 - **Calendar Items**
 - Ideas from Brandy Tunmire:
 - JC/Columbia:
 - Missouri Military Museum
 - State Museum
 - State Historical Society
 - MU American Archaeology Division – I can follow-up on this one.
 - SOS Records Management & State Archives – No need to follow-up on this one, we just pick the date and Brandy will arrange.
 - Other Places:
 - John B. Mahaffey Museum Complex, Fort Leonard Wood
 - Gasconade County Historical Society, Hermann, MO
 - Brandy will look into the following to see if they are viable options:
 - MoDOT Archive/Collections
 - State Historic Preservation Office
 - DNR Cultural Resource Management Division/Land Survey
 - DOC Inmate Records (Fulton Diagnostic Center)
 - The remaining highlighted ideas on the list need to be divided amongst members to research.
 - Ideas from Jeni Crummey: There is a person from Microsoft who does speaking engagements for Microsoft 365. Microsoft Syntax (AI version) may be an interesting topic, and how this could assist with records management duties.
 - JoAnn mentioned that it would be nice to have presentations virtually for the winter months. Some relevant topics may be:
 - Shared drive clean-up examples. Jeni volunteered to give a presentation on this.
 - Data Privacy and Data Breaches would be a good topic as well – Jessica will talk to someone at MEM to see if they would be willing to present on this.

- **Other Topics:**
 - Facebook and/or LinkedIn group advertising to obtain new memberships and more interest.
- **Next meeting:**
 - Location for in-person August 15th meeting (11:00 am) will be HuHot Mongolian Grill in Columbia, MO.
 - Jeni Crummey will be inviting her assistant, Meggan Moore to the August meeting to meet everyone.
- Jeni Crummey motioned to adjourn. JoAnn Looten seconded the motion. Meeting adjournment at 10:04 am.