



Central Missouri Chapter, ARMA International  
Board of Directors Meeting Minutes  
June 15, 2018 - Corrected

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The Central Missouri Chapter of ARMA International Board of Directors conducted their monthly planning meeting at Shelter Insurance following the Annual Awards Presentation and Induction of Officers. JoAnn Looten was sworn in as the new Chapter President, Ray Kinard was sworn in as Vice President, Kent Hoffpauir as Past President and Cindy Hartman as Director.

**Attendance:** Those attending the board meeting included Kent Hoffpauir, JoAnn Looten, Lisa Brock, Jana Taylor, Ray and Jan Kinard, Kimberly Rose, Cindy Hartman, and Linda Karl

**Call to Order:** Kent Hoffpauir called the meeting to order at 12:00 p.m.

**Approval of Meeting Minutes:** The May 2018 meeting minutes were approved. Jana made the motion to approve and Lisa seconded, all were in favor.

**Treasurer's Report:** Joe emailed the reports for May/June. The current balance is \$10,187.91. This includes paid airfare and registration for JoAnn Looten to attend leadership conference. Lisa made a motion to approve the treasurer's report and Ray seconded, all were in favor. Kent Hoffpauir requested that he be removed from the US Bank chapter account and JoAnn Looten will need to be added to the account.

**Website Update:** If you have any photos of ARMA events to share with Ray, please email them to him so he can add them to our website. Ray will update the site with new meeting information as it is received.

**Old Business:**

- Spring Seminar
  - Ray will send out another copy of the survey results for the spring seminar.
- Leadership Conference
  - JoAnn provided a draft of the Chapter Report to the board for approval. There were no edits and she will send the report to Bill Bradford.
    - Bill Bradford requested travel information for everyone attending

**New Business:**

- Chapter Leader of the Year was presented to Lisa Brock of Shelter Insurance
- Chapter Member of the Year was presented to Cindy Hartman of Shelter Insurance
- Kent Hoffpauir will be completing the Chapter Update Form for ARMA International
- The Board of Directors appointed Jan Kinard as the new chapter secretary to fill the vacancy left by JoAnn Looten who became president. Jana made the motion to approve this action and Lisa seconded. All were in favor.
- Future meetings
  - Ray – police evidence collector, JoAnn - consolidated emergency platform, Kent – Greene County Archivist, Cindy – Supervisor of grounds
  - Monthly meetings will change to the 3<sup>rd</sup> Tuesday of each month. Cindy H approved the motion and JoAnn seconded. All were in favor. The next meeting will be held on July 17<sup>th</sup> at noon at McAlister's Deli in Jefferson City.

**Adjournment:** The meeting was adjourned at approximately 12:30 p.m.

**Submitted by JoAnn Looten, Secretary**