



Central Missouri Chapter, ARMA International  
Board of Directors Meeting Minutes  
March 17, 2020

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The Central Missouri Chapter of ARMA International Board of Directors conducted their monthly meeting via conference call following a presentation on “Organizing in Records Management – from Skills to Expertise” by Sarah Buchanan. There were 12 people in attendance for the presentation.

**Attendance:** Those attending the conference call board meeting included Board members: JoAnn Looten, Ray and Jan Kinard and Cindy Hartman. Lori Grothoff, Sarah Buchanan and Kimberly Rose also attended the meeting.

**Call to Order:** JoAnn Looten called the meeting to order at 11:46 a.m.

**Approval of Meeting Minutes:** The February 18, 2020 meeting minutes were approved. Ray made the motion to approve and Cindy seconded, all were in favor.

**Treasurer’s Report:** There was no treasurer’s report available.

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

**Old Business:**

- JoAnn led a discussion on canceling the April Spring Seminar. JoAnn made a motion to cancel the Spring Seminar and Ray 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.

**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 April 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 11:56 a.m.

**Submitted by Jan Kinard, Secretary**