



Central Missouri Chapter, ARMA International Board of Directors Meeting Minutes

May 18, 2021

The Central Missouri Chapter of ARMA International Board of Directors met via Zoom meeting following the presentation “Records Retention – Moving Beyond Paper to Include Digital Records” by David Turney; Director of Internal Audit and Corporate Compliance Officer, and Kent Hoffpauir; Records Retention Coordinator, O’Reilly Automotive. There were 14 people in attendance.

Attendance: Those attending the board meeting included Board members: JoAnn Looten, Lori Grothoff, Joe Jungmeyer, Jan Kinard, Cindy Hartman and Kent Hoffpauir. Linda Karl, Ray Kinard, Jenni Crummey, Christa Hinkle and Pettina Dunkel also attended the meeting.

Call to Order: JoAnn Looten called the meeting to order at 11:42 a.m.

Approval of Meeting Minutes: The March 16, 2021 meeting minutes were approved. Joe made the motion to approve and Cindy seconded, all were in favor.

Treasurer’s Report: Joe presented the treasurer’s report for March 17, 2021 through May 18, 2021. The current balance is \$10,124.30. Jan made a motion to approve the report with Cindy seconding the motion, all were in favor. The transfer of the bank account from US Bank to Central Bank was completed. The authorized signer on the account will need to be transferred to Linda from Joe at the beginning of the chapter year. JoAnn registered the Chapter with the Secretary of State’s office and paid the annual fee of \$10.00.

Old Business:

- We still need an updated photo of the Board Members for the Chapter website.
- JoAnn led a discussion on the Operations Manual on the Chapter website. A motion was made by Cindy and seconded by Jan for a committee that includes JoAnn, Lori and Linda to review the Chapter’s Operations Manual, all were in favor.
- JoAnn led a discussion on the June 15, 2021 meeting. The meeting will be in person and include the Officer Induction Ceremony and ARMA Bucks Auction. The meeting will be held in Jefferson City at a local restaurant still to be determined.

New Business:

- JoAnn led a discussion on going forward if we should survey members to see if we should continue our meetings virtual, in person or a hybrid of both. The decision was made to continue the virtual meetings for a while longer.

Adjournment: Jan made a motion to adjourn and Cindy seconded. The meeting adjourned at 12:03 p.m.

Submitted by Jan Kinard, Secretary