

**Central Missouri Chapter of
ARMA International**
November 14, 2023

- Meeting called to order at: 1:02 pm by President, Lori Grothoff
- Attendance for today: Lori Grothoff, Christa Hinkle, Jessica Helmka, Pam Couch, Cindy Harman, Sarah Buchanan, Joe Jungmeyer, Nick Rousseau, Jeni Crummey (via phone)
- Approval of Minutes from Last Meeting – Joe Jungmeyer and Jeni Crummey simultaneously motioned for approval; Christa Hinkle seconded the motion. Minutes from the October meeting have been approved.
- Treasurer’s Report (October – November) – No changes. Jessica Helmka motioned for approval; Christa Hinkle seconded the motion.
- Website Report – The visits to the website have increased significantly since last year at this time. It is exciting to see that our website refresh has had influence on its number of visitors.
 - Facebook – Jessica Helmka and JoAnn Looten will be meeting soon to ensure Jessica has admin access to the ARMA Chapter’s Facebook page to market our events for the spring.
- Old Business
 - Operations Manual/Bylaws Update Webex meeting 10:00am Wednesday 11/15/23 – the goal of this is to make any updates necessary to match the goals of ARMA International’s Bylaws, then it will need to be sent to ARMA International to approve the changes before they are adopted.
 - Calendar for 2023-2024
 - Regular Meetings Updates?
 - Other Old business - none
- New Business
 - Email group cleanup – Jessica Helmka motioned for approval of cleaning up the email group to remove those who do not attend meetings or respond to e-mails; Christa Hinkle seconded the motion. This has been approved to move forward. Lori Grothoff will send out a copy to the Board to sign off on prior to making the changes.
 - Other new business - none
 - Thinking Ahead – no new ideas at this time.
 - Next meeting: (Virtual) Tuesday, January 16, 10:00am. A Real Life Lesson in Shared Drive Clean-ups by Jeni Crummey
 - The February virtual meeting time is confirmed for 11:00 am.
- **NO MEETING IN DECEMBER.**
- Jessica Helmka motioned for adjournment; Christa Hinkle seconded the motion.
- The meeting adjourned at 1:11 pm.