



Central Missouri Chapter, ARMA International  
Board of Directors Meeting Minutes  
October 15, 2019

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The Central Missouri Chapter of ARMA International Board of Directors conducted their monthly meeting at PSRS/PEERS in Jefferson City followed by Active Shooter Training by Sgt. Scott White of the Missouri State Highway Patrol. There were 25 in attendance.

**Attendance:** Those attending the board meeting included Board members: JoAnn Looten, Ray and Jan Kinard, Joe Jungmeyer, Cindy Hartman, and Kent Hoffpauir. Kimberly Rose and Lisa Brock also attended the meeting.

**Call to Order:** JoAnn called the meeting to order at 1:33 p.m.

**Approval of Meeting Minutes:** The September 17, 2019 meeting minutes were approved. Cindy made the motion to approve and Joe seconded, all were in favor.

**Treasurer's Report:** Joe presented the treasurer's report. The current balance is \$9,256.24. Kent made a motion to approve the treasurer's report and Jan seconded, all were in favor.

**Website Update:** Ray gave an update on the website.

**Old Business:**

- We will tour the Cole County Historical Society in Jefferson City on November 12, 2019. There will be a collection taken for the Samaritan Center. There will be no Board of Directors meeting.
- There will be no Board of Directors meeting in December.
- We will have a Board of Directors meeting via Zoom on January 21, 2020 at 11:00 a.m.
- The February 18, 2020 Board of Directors meeting will take place at City Hall in Jefferson City. A presentation on "Document Management" by Casey Lawrence will follow the meeting.
- The March 17, 2020 Board of Directors meeting will take place at Shelter Insurance in Columbia. A presentation on "Organizing in Records Management from Skills to Expertise" by Sarah Buchanan will follow the meeting.
- 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:**

- JoAnn led a discussion on planning for the Spring Seminar to be held April 15, 2020 at Shelter Insurance in Columbia.

**Adjournment:** Joe made a motion to adjourn and Ray seconded. All were in favor and the meeting was adjourned at 1:46 p.m.

**Submitted by Jan Kinard, Secretary**