

**Central Missouri Chapter of
ARMA International**
October 17, 2023

- **Meeting called to order** at 11:42 am by President, Lori Grothoff
- **Attendance** for today: Lisa Brock, Pam Couch, Lori Grothoff, Christa Hinkle, Joe Jungmeyer, JoAnn Looten, Brandy Tunmire, Tom Nield, Todd Christine, Allison Overschmidt, Jessica Helmka, Jeni Crummy (via phone)
- **Approval of Minutes from September Meeting** – JoAnn Looten motioned for approval; Joe Jungmeyer and Jeni Crummey simultaneously seconded the motion. Minutes from September meeting have been approved.
- **Treasurer's Report** (September – October) – Jessica Helmka motioned for approval; Christa Hinkle seconded the motion. Treasurer's report for September – October has been approved.
- **Old Business**
 - **Operations Manual /Bylaws Update Meeting:** decided to have this meeting virtually on different date.
 - **Ray's Membership Fee** – Lori is unsure if ARMA International reimbursed Jefferson City but will check on this.
 - **Calendar**
 - November Lunch Location - Oscars
 - Any updates? Jeni Crummey's Real-Life Lessons 10:00 am, step-by-step migration instructions for the Sharegate tool will be shared. February meeting tentatively scheduled for 11:00 am with Tim Myers, IT Operations Manager at MEM. March meeting will be followed by lunch at the country club in Mexico, MO. April meeting scheduled for 10:00 am per Brandy Tunmire.
- **New Business**
 - **Iron Mountain** offered a Tour in St. Louis (JoAnn Looten) – could be an option if the Rolla tour does not work out – Brandy Tunmire will find out and let everyone know.
 - **Next meeting:** November 14th, 2023, at 10:30 am (1 week earlier than normal) – Museum of Missouri Military History – 245 Logistics Road, Jefferson City, MO 65101, tour followed by lunch and a brief board meeting.
 - **Thinking Ahead** – How do we market our chapter? Jessica Helmka mentioned using the chapter's Facebook group as a tool for marketing but unsure of marketing costs. JoAnn Looten mentioned the calendar of events could be used for creating chapter events on Facebook for marketing for no charge. JoAnn Looten is also curious if the chapter's meetings are on the ARMA International site. JoAnn Looten asked for a volunteer to update the ARMA Chapter Facebook page and creating events. Jessica Helmka volunteered. Brandy Tunmire mentioned that Sarah Buchanan could give extra credit to students who attend meetings/events on the ARMA International page.
 - Joe Jungmeyer motioned for adjournment; Christa Hinkle seconded the motion. Meeting adjourned at 11:58 am.