



Central Missouri Chapter, ARMA International
Board of Directors Meeting Minutes
September 11, 2018

The Central Missouri Chapter of ARMA International Board of Directors conducted their monthly meeting at Shelter Insurance in Columbia followed by a guided tour of the Shelter Gardens.

Attendance: Those attending the meeting included Board Members: JoAnn Looten, Ray and Jan Kinard, Joe Jungmeyer, Cindy Hartman, Pati Pelaccio and Kent Hoffpaur. Lisa Brock also attended the meeting, Kathy Nichols, Sarah Buchanan, Jill Kenney, Shiloh Husereaux, Jana Taylor and Tammy Taylor attended the tour of the Shelter Gardens.

Call to Order: JoAnn Looten called the meeting to order at 11:05 a.m.

Approval of Meeting Minutes: The August 14, 2018 meeting minutes were approved. Kent made the motion to approve and Pati seconded, all were in favor.

Treasurer's Report: Joe presented the report for August 15, 2018 through September 10, 2018. The current balance is \$9,791.03. Cindy made a motion to approve the report and Pati seconded, all were in favor. JoAnn led a discussion on changing banks after US Bank sent correspondence to a former Board member. Pati made a motion to approve moving the chapter account from US Bank to Central Bank and Cindy seconded, all were in favor. JoAnn Looten and Joe Jungmeyer have the authority to move the chapter account.

Website Update: A group photo of the Board member was taken for Ray to put on the website. The website will be updated with the latest ARMA Bucks balances.

Old Business:

- JoAnn presented information from the leadership conference she attended July 27-28, 2018 in Columbus, Ohio.
- Education planning for the Chapter Year was discussed and updated.
- Jan and JoAnn evaluated records from 2006 to the present and applied the Chapter's document retention policy.

New Business:

- Chapter Connections are sent the last Friday of each month. JoAnn encouraged everyone to log on and read these articles. A Chapter Connection Demo is available to help navigate through the webpage on 9/12/2018.
- The October 16, 2018 Board of Directors meeting will take place at Cheddar's in Columbia following the Underground Records Management Presentation and Tour at 11:00 a.m.

Adjournment: Ray made a motion to adjourn and Kent seconded. All were in favor and the meeting was adjourned at 11:30 a.m.

Submitted by Jan Kinard, Secretary