



Central Missouri Chapter, ARMA International  
Board of Directors Meeting Minutes  
September 15, 2020

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The Central Missouri Chapter of ARMA International Board of Directors met via Zoom meeting following the presentation “Listen Up” by Matt Gordon; Director of Faith and Community, Veteran’s United and the Induction of Officers. JoAnn Looten was sworn in as the Chapter President, Lori Grothoff was sworn in as Chapter Vice President and Cindy Hartman was sworn in as Director at Large. There were 16 people in attendance.

**Attendance:** Those attending the board meeting included Board members: JoAnn Looten, Lori Grothoff, Jan Kinard, Cindy Hartman and Kent Hoffpauir. Ray Kinard, Christa Hinkle and Sarah Buchanan also attended the meeting.

**Call to Order:** JoAnn Looten called the meeting to order at 12:00 p.m.

**Approval of Meeting Minutes:** The August 18, 2020 meeting minutes were approved. Lori made the motion to approve and Kent seconded, all were in favor.

**Treasurer’s Report:** JoAnn presented the treasurer’s report for August 18, 2020 through September 14, 2020. The current balance is \$9,969.18. Jan made a motion to approve the report with Cindy seconding the motion, all were in favor.

**Website Update:** Ray gave an update on the website. We will need a new Board photo for the website when we start meeting again in person.

**Old Business:**

- The Director at Large information still needs to be transferred to Casey from Pati and the Vice President information needs to be transferred to Lori.

**New Business:**

- JoAnn led a discussion on the 2020-2021 Chapter Calendar of Events.
- The October 20, 2020 Board of Directors meeting will take place via Zoom following an 11:00 a.m. presentation “Defining a Digital Transformation Within Records Management” by Vince Fuemmeler, IMS/Paper Free Office Solutions.

**Adjournment:** Jan made a motion to adjourn and Cindy seconded. The meeting adjourned at 12:16 p.m.

**Submitted by Jan Kinard, Secretary**