



Central Missouri Chapter of ARMA International

Planning Meeting #2 Agenda

August 20, 2024

- Meeting called to order at 11:17 am by President, Brandy Tunmire
- **Attendance** for today: Brandy Tunmire, Joe Jungmeyer, Linda Karl, Lori Grothoff, Jeni Crummy (virtual), JoAnn Looten, Christa Hinkle, Jessica Helmka
- **Approval of Minutes from Last Meeting**
 - Motion: Joe Jungmeyer
 - Second: Christa Hinkle
 - No objections, all in favor, approved
- **Treasurer's Reports** – 2 transactions and 1 outstanding check
 - Motion: Jessica Helmka
 - Second: Lori Grothoff
 - No objections, all in favor, approved
- **Website Report** – no new updates since e-mailed update, very little traffic.
- **Old Business**
 - Bank account info is current (see updating procedure) – keep in Treasurer's folder
 - Jessica Helmka to create the board portal for private board documents
 - \$50 donations were made to Ashland Optimist Club and Heart of Missouri CASA in memory of Andrew Reeder.
 - Communication tools report – Brandy Tunmire believes GroupMe to be the best option and will set up. Not for anything confidential, just conversations. Brandy Tunmire will do the due diligence for security review, and potential set up for testing with the group.
 - Updated mailing lists – Jessica Helmka sent out to board members without e-mail addresses.
 - JoAnn Looten destroyed old files without filling out a destruction form, which she will do. JoAnn Looten would like to better organize the boxes (minutes together, newsletters together, etc.). She plans to give the records task to Jessica Helmka moving forward. The cleanup can occur at the MO State Historical Society. Jessica Helmka will send large file request to JoAnn Looten, and she will send back digital pictures for electronic preservation.

- **New Business**
 - Calendar Items
 - Highway Patrol Brent Drummond on **September 17th at 10:30 am**, will ask for in-person, likely in Jefferson City.
 - Erika Woehlk (graphic images policy) **October 15th at 10:30 am** virtual
 - Dr. Patricia Franks, Demystifying AI, virtual, **November 19th** at 11:00 am
 - Jennie Phelps (disaster preparedness, risk assessment), **January 21st** virtual at 10:30 am
 - Craig Kelso – virtual, **February 18th**, TBD, virtual
 - Amy Nickless (accessible online experience and document accessibility) virtual on **March 18th** at 10:30 am
 - Springfield – Ozark Genealogical Society, **April 15th**, TBD, in-person, Jeni Crummey planning
 - Iron Mountain – JoAnn planning, in-person, **May 20th**, TBD
 - ARMA Bucks/retired Ray/Jan Kinard will assist, **June 17th**, in-person
 - **CA/IGP/CRM CE credits for meetings?** Working with MU, MAS to reach new members. To get credits, they have to be CRM's and they have to apply for the credits. This would be a good way to get more members to have these professionals come to our meeting for credits. We could provide scholarships for students who want to join. We could come up with an amount that we all agree to, then create a flyer for marketing.
 - **Next meeting:** (In-Person) Tuesday, September 17, 2024, at 10:30 am.
 - Location: Jefferson City, MO, Highway Patrol, Brent Drummond presenting
- Motion to adjourn Lori Grothoff, seconded by Christa Hinkle, no objections, approved. Adjournment at 12:12 pm.