



Central Missouri Chapter, ARMA International Board of Directors Meeting Minutes

Tuesday, May 16, 2023

The Central Missouri Chapter of ARMA International Board of Directors met in-person following the presentation “Contract and Vendor Management: How MEM Has Update Their Processes” by Jessica Helmka, MEM. There were 8 people in attendance for the presentation in-person, and 6 in attendance virtually. There were 9 in attendance for the Board Meeting.

Attendance: Those attending the board meeting included Board members: Lori Grothoff, Joe Jungmeyer, Linda Karl, JoAnn Looten and Jeni Crummey. Jessica Helmka, Christa Hinkle, Cindy Hartmann, Pam Couch, Brandi Tunmire and Kelly Rhea also attended the meeting.

Call to Order: Lori Grothoff called the meeting to order at 11:07 am

Approval of Meeting Minutes: The March meeting minutes submitted by Jan Kinard were approved. Jeni made the motion to approve, and JoAnn seconded, all were in favor. There was no Board meeting in April, and no minutes to approve.

Treasurer’s Report: Linda presented the treasurer’s report for April 1, 2023, through April 30, 2023. The current balance is \$10,352.43. Three (3) checks cleared, which included gifts and cards for retirees. There is still one (1) outstanding check for \$36.68 to pay for the cake for the retirement celebration. There was one (1) deposit the month before for a new member of \$25.00 in chapter dues. The actual balance will be \$10,315.75 once the remaining check clears. JoAnn made a motion to approve the report and Lori seconded, all were in favor.

Website Update: Pictures have been added to the photo album from the April meeting, ARMA Bucks Status for all members has been updated through the April meeting. Board Members will be updated after voting is complete and new pictures will be added for any new members and new pictures from current members if they would like them updated. June meeting information will be added. Jessica asked for a new Letter From the President, and Lori agreed. The website domain appears to be on auto-renew, and it is due to expire on 7/22/23, so \$119.88 will be charged to the card on file at this time.

Old Business:

- \$50 room expense for June meeting to be paid by the chapter. Linda will pay.
- Election Results (in effect July 1, 2023):
 - Secretary (and Webmaster) – Jessica Helmka (replacing Jan Kinard and Ray Kinard)
 - Treasurer – Joe Jungmeyer (replacing Linda Karl)
 - Director-at-Large – Christa Hinkle (replacing Casey Lawrence)

New Business:

- 2023-2024 Officers forms have been submitted to ARMA International. Lori will send a list of helpful information from ARMA International to the new Board members.
- Virtual Special Board Meeting with Sarah Emes of ARMA (UK/Houston) will be scheduled for Wednesday, May 31st at 3:00 pm CST. Lori will send information after scheduling.
- Chapter Dues – Fees will remain at \$25.
- InfoCon 2023 – Shelter employees are going at the expense of Shelter Insurance. The chapter will reimburse one (1) member to attend if someone is interested. Informative and some helpful vendor information is presented at these conferences. This will be in Detroit on October 8-11, 2023. JoAnn may be interested and will let Lori know. If anyone else is interested, let Lori know and a name will be drawn.
- Other New Business:

- URIM Virtual Conference (mostly utilities-related) will be June 26-29. Jeni Crummey will provide the registration information to Lori to send out to members.
- Question from Kelly Rhea - I would like to find out how many of their companies centralize document scanning and how many of them distribute the document scanning out to the departments and store the images to a common management system. Then, if they would, give just a short answer of why they do it that way. We centralize right now but are trying to determine the pros and cons of both and I thought I might get some good input from this organization.
 - Feedback was shared from the members. Cindy and Pam will also respond to Kelly with some information at a later date/time.
- Next Meeting: (In-Person) Tuesday, June 20, 2023, at 11:00 am at Prison Brews, 305 Ash Street, Jefferson City, MO 65101 in the side room on the north, or left side of the building. Newly elected officers will be sworn in at this meeting. Old officers will need to bring their records to transfer ownership. The ARMA Bucks Auction will also take place at the June meeting. Items are needed for the auction. ARMA Bucks are earned for donations as well. ARMA Bucks were explained for new members.

Adjournment: JoAnn made a motion to adjourn, and Lori seconded. The meeting adjourned at 11:43 am