

**ARMA Greater Dayton Chapter
Board Meeting Minutes
Montgomery County Records Center and Archives
December 10, 2009**

Call to Order

Chair, Debbie Andrews, called the meeting to order at 9:05 A.M.

Board members present were: Chair, Debbie Andrews; President, Cindy Manz; Vice-President, Tina Ratcliff; Secretary, Gillian Hill; Treasurer, Elaine Wintrow, and Directors, Jay Brooks, James Zimmerlin, and Steve Rottert, and Membership Chair, Steve French. Absent was Director, Ray Davis.

Between Meeting Board Actions`

There were no between meeting board actions.

Approval of Minutes

Gillian presented the minutes of the board meeting of October 8 and the chapter notes of October 27 and November 17. Jay had distributed the board meeting minutes of November 12, which she had kindly taken in Gill's absence. Gill asked if there were any additions or changes to any of the sets of minutes. A couple of dates were amended on the board minutes of November 12. Cindy made a motion to approve both sets of board minutes with the corrections made, which was seconded by Debbie and approved by all. Debbie then made a motion to approve both sets of chapter notes, which was seconded by Cindy and approved by all.

President's Report

- i) **Waymon Underwood Scholarship:** Cindy said that Bob Smith had made contact with someone at Sinclair Community College who was interested in reinstating the scholarship program there. This year we had given a scholarship to a Wright State University Public History Program student, but, as we had been unable to get any interest from Sinclair, we had voted to give the other portion of the designated scholarship money to our own members to assist with attendance at the Great Lakes Region Leadership Conference (see chapter minutes of July 30, 2008). With Sinclair now wishing to be involved again, the board discussed this issue for the 2010 awards. James suggested that we have all interested students submit an application directly to the board, with one student to be chosen each year and the balance to go to Leadership expenses. This was considered a good idea, but first the board would consult the chapter scholarship liaisons, Chris Wydman of WSU and Bob Smith of SCC to get their feedback.

- ii) **OERC Regional Workshop:** Cindy said that she had had email correspondence with Gladys Parker of the Cincinnati chapter regarding the splitting of the responsibilities for the OERC seminar next April. Gladys had suggested that the Dayton chapter pay for the morning refreshments and Dayton members could attend the morning meeting, while the Cincinnati chapter would pay for the afternoon refreshments and Cincinnati members would attend the afternoon session. The Dayton chapter was also providing the location. The board's feeling was that the Cincinnati chapter appeared to think that the seminar was a joint chapter sponsored event, rather than that it was sponsored by the OERC and merely hosted by the ARMA chapters. Attendees could not be restricted to one of the two proposed sessions. Cindy would contact Gladys again so that the situation could be clarified.

- iii) **Leadership Conference 2011:** Cindy announced that the first meeting of the 2011 Leadership Conference Committee would be held directly after next month's board meeting on January 14, 2010.

Vice-President/Programs

Tina had no new information, but ran through the meeting calendar again for the next few months. She said that she had been unable to contact our Region Coordinator, Scott Weikel, regarding his attendance at next year's installation of officers in June. She asked Gill to contact him for her.

Secretary's Report

Gill had no Secretary's report, but gave some updates on the Great Lakes Region. She said that she had participated in a Region Managers' telephone conference with ARMA HQ on Wednesday, December 9, and had been told that Trevor Mitchell, Senior Manager of Member Services, would be leaving ARMA at the end of January for a new position.

She distributed a thank you note from ARMA Director, Pam Duane, who sits on the ARMA International Education Foundation Committee thanking our chapter for our donation to the Silent Auction, held at the conference in Orlando.

She reiterated the new method of paying ARMA International dues in two installments, instituted to help members keep their membership active even if their employers were no longer paying their dues.

Treasurer's Report

Elaine presented the Treasurer's report for November. The checking account balance is \$2,460.11 and the Waymon Underwood Scholarship Account is \$17,568.99. The report was accepted and will be filed. Elaine said that some members who were on the list to

attend the last chapter meeting did not pay. She will be emailing them if she has questions and/or will send them invoices.

Membership Committee

Chair, Steve French, had nothing to report.

Newsletter Committee

Chair, Jay Brooks, had nothing to report.

Website Committee

Jay said that Chris had nothing to report. There was some discussion about changing the format of the website to enable board and committee members to update their own portions of the site. James felt that it would be a good idea to include links to other chapter websites.

Old Business/New Business

- i) **Chapter Assessments:** The Great Lakes Region 2010 assessment for the Dayton Chapter is \$84.00 (based on the number of members at June 30, 2009). Cindy made a motion, seconded by Steve Rottert that Elaine send a check in that amount to the Region Treasurer, Pat Peirce.

Review of Motions

- i) The minutes of the board meetings of October 8 and November 12 were approved.
- ii) The notes of the chapter meetings of October 23 and November 17 were approved.
- iii) A motion was approved to send the chapter assessment of \$84.00 to the Region Treasurer.

Next Meeting

The next meeting of the board will be held on Thursday, January 14 at Montgomery County Records Center and Archives at 8:30 AM.

Adjourn

There being no further business, the meeting was adjourned at 9:55 A.M.

Respectfully submitted,

Gillian Hill, Secretary