

**ARMA Greater Dayton Chapter
Board Meeting Minutes
Montgomery County Records Center and Archives
June 11, 2009**

Call to Order

Chair, Roger Lucas, called the meeting to order at 8:40 A.M.

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

Between Meeting Board Actions

There were no between meeting board actions.

Approval of Minutes

Gillian presented the minutes of the board meeting of May 12 and the chapter notes of May 26. Debbie made a motion to approve both sets of minutes, which was seconded by Ray, and they were approved by all present.

President's Report

Debbie had several pieces of communication from ARMA HQ to relate. Tom Killam had sent a message about members who have not renewed and asked that we contact any like that in our chapter. Elaine mentioned that National City Mortgage was not covering memberships for their employees any longer, so our membership list will go down a bit. Debbie also mentioned that the 990s are due on August 1 and she had a copy of the new form, with new instructions from the IRS. Elaine had also received that notice and had brought the form. We went over the new questions together as a board to give Elaine a headstart in completing the form.

Finally, Debbie mentioned that Montgomery County had been contacted by Jason Hynes, from the records management recruiting and consulting firm, Vision Search Partners LLC. He was interested in building a collaborative partnership with Ohio RIM professionals and hoped we might be able to direct those in need to his company. Gill had also received a phone call from him and had given him the contact information for the local government records archivist at the Ohio Historical Society, as she might know of counties that could use some professional help. Cindy said that Jason's wife was an ARMA member in Wisconsin.

Vice President / Programs

In Steve's absence, Cindy Manz, Program Chair, reminded everyone that the final chapter meeting of the year would be held on June 23 at the Miami Conservancy District. Scott Weikel, the Great Lakes Region Coordinator, would be attending to install the new officers. Creatif Catering would be asked to prepare a special meal for a grand end to a successful chapter year.

The May tour of the Aileron Facility was reviewed. Everyone agreed that it had been a very interesting experience to see Aileron and all had been impressed by the building and the grounds.

Secretary's Report

Gill said that she had been in contact with member Chris Wydman. He also serves on the Ohio Electronic Records Committee and said that the committee had been working on some training sessions that they were hoping to present around the state. He mentioned specifically a couple that the chapter might be interested in – e-mail management and managing web contact. He said that they were designed to be 60 minute presentations but they could perhaps be expanded a bit, if required. Gill had told him that we might want to bring in the other local ARMA chapters. The board discussed the proposal. Cindy thought the presentations could make a great seminar for us next spring. She would ask Tina (the new Vice President and Program Committee Chair) to contact Chris.

Treasurer's Report

Elaine presented the Treasurer's Report for May. The checking account balance is currently \$3,317.59. The scholarship investment account continues to improve, with a current balance of \$15,229.95. It is showing a small profit so far this year. Elaine also said that she has now received payment from all the attendees at the April seminar. The Treasurer's Report was accepted as presented, and filed.

Membership Committee

Membership Chair, Tina Ratcliff was on vacation.

Newsletter Committee

Jay had no news. She was congratulated on her recent newsletter.

Website Committee

There was no website report this month.

Old Business/New Business

- **Chapter Member of the Year:** Roger announced that this year's Chapter Member of the Year is Cindy Manz. Cindy was congratulated for her fine work in providing quality programs this year.
- **Leadership Conference:** There was a discussion about the Region Leadership Conference—to be held in Lansing, Michigan July 24-26. The chapter made a motion last July that \$500.00 from the Scholarship Fund would go to assist chapter members wishing to attend the 2009 Leadership Conference. It would pay for the registrations for those not covered by the Region, with the balance to go towards accommodation and other expenses for the attendees. Gill, Cindy, Debbie, Jay, and Tina were planning to attend this year. Gill's expenses, as Region Manager, would be paid by ARMA International. Cindy and Debbie's registrations would be paid by the Region. The chapter would pay for Jay and Tina's registrations. Gill said that she would check with James Zimmerlin to see whether he planned to attend. Once we know whether James can attend, Gill will complete the registration form and e-mail it to Elaine to send to the Region Treasurer, with a check. The balance of the \$500 would go towards attendees other expenses.

Review of Motions

The minutes of the board meeting of May 12 and the notes of the chapter meeting of May 26 were approved.

Next Meeting

The next meeting of the board will be a combination of the old and new boards and will be held in July. It will be arranged by e-mail.

Adjourn

There being no further business, the meeting was adjourned at 10:00 A.M.

Respectfully submitted,

Gillian Hill, Secretary