

ARMA Greater Dayton Chapter  
Board Meeting Minutes  
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November 12, 2009

**Call to Order**

President Cindy Manz, called the meeting to order at 8:55 a.m.

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

**Between Meeting Board Actions**

There were no between meeting board actions.

**Approval of Minutes**

Minutes were held off for approval until Gillian's return.

**President's Report**

- i) Waymon Underwood Scholarship: Scholarship recipient, Ryan Qualls, was selected. His letter of intent was passed to the Board. He was invited to attend the November Chapter meeting.
- ii) Cindy announced ARMA International Headquarters sessions at \$125 each. They are on CD.

**Vice President/Programs**

Tina announced that the November program notice is out. Cindy will get the speaker's biography for the introduction.

Tina gave a rundown of the program schedule. The January meeting is tentatively scheduled with Julie Gable as a virtual meeting. The March meeting is scheduled to be lead by Komal Gulich. She confirmed the meeting, but no final date has been established. The subject for the meeting is GARP. Currently, the May meeting is open.

**Secretary's Report**

Gill was absent.

## **Treasurer's Report**

Elaine reports that the scholarship fund has a slight decrease. Because there was no bill in September, so there were two catering bills for October. Cindy's conference expenses were also reimbursed.

Elaine reports that the Chapter is \$700 over budget. Elaine explained that the membership dues are down, as well as no revenue accrued to balance the budget because we didn't have a seminar. She suggested a seminar for next year to build up the general fund. Cindy suggests taking the Waymon Underwood scholarship award money from the actual scholarship account. She said that the Chapter awarded the scholarship money from the scholarship account in November 2008. Cindy checked the minutes and made a motion to continue to take the award from the general fund. Tina seconded the motion. All were in favor and the motion was approved. Elaine says that we're all right to do it, especially if we get the speaker grant. The budget was accepted.

## **Membership Committee**

Steve asked for suggestions regarding the brochure. He asked the Board about inviting potential members on the 099 list to a free meeting. Cindy and Elaine suggested that he first make contact and see what the prospects were interested in, as well as introduce the Chapter. It was also suggested that we inform on our program schedule, as well as telling them the new way of paying – half payments with credit cards.

## **Newsletter Committee**

Jay had nothing new to report. Cindy asked that Jay contact Kathleen Gammon for website suggestions.

## **Old Business/New Business**

There was no new business.

## **Review of Motions**

A motion to continue taking the Waymon Underwood Scholarship from the general fund was approved.