

**ARMA Greater Dayton Chapter
Board Meeting Minutes
Montgomery County Records Center and Archives
October 8, 2009**

Call to Order

Chair, Debbie Andrews, called the meeting to order at 8:50 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 Ray Davis. Absent were: Director, Steve Rottert and Membership Chair, Steve French.

Between Meeting Board Actions`

There were no between meeting board actions.

Approval of Minutes

Gillian presented the minutes of the board meeting of September 10 and the chapter notes of September 22. Jay made a motion to approve both sets of minutes, which was seconded by Tina, and they were approved by all present.

President's Report

- i) **OERC Regional Workshop:** Cindy said that she was negotiating the details with Chris Wydman. Madison Lakes is available as the location for the workshops. It had been suggested that as the Dayton Chapter was to provide the location, the Cincinnati Chapter would be asked to provide the food—a continental breakfast for the morning session and snacks for the afternoon session. The grant money will pay for the speakers' expenses. The two chapters would be able to display flyers, etc. and it would be great if we could attract some new members.
- ii) **ARMA International Education Foundation:** Cindy said that she had received a batch of raffle tickets from the AIEF. She said that she planned to bring them to the next few chapter meetings. In May of next year there will be three drawings for a registration for the 2010 ARMA International Conference in San Francisco.
- iii) **Membership Roster:** Cindy said that she had sent Steve French the most recent membership list and also asked him to contact the people listed on the current 099 list (of those members unaffiliated with a chapter).

Vice-President/Programs

Tina passed around the next chapter meeting program. Cindy will be giving a presentation on the preservation and digitization of the Miami Conservancy District's photographs. Tina said she would contact Scott Weikel regarding his attendance at next year's installation of officers in June. Cindy mentioned that International Board member, Komal Gulich, of the Cleveland Chapter, has given a presentation on GARP (ARMA International's Generally Accepted Recordkeeping Principles), and suggested that Tina contact her to see if she could speak to our chapter on this subject at one of our meetings next year. Tina agreed to do this. We will attempt to get a Speaker's Grant to defray the expenses.

Secretary's Report

Gill mentioned that the Region website planning is about to go into Phase II. Kathleen Gammon would like each chapter to have one representative to look at the trial website and give their input. Gill also said that Kathleen would briefly introduce herself and talk about the website at the Region's meet and greet at the International Conference next week.

Gill also mentioned that ARMA would be accepting annual dues renewals in two payments six months apart for those members who are experiencing lack of employer support or other financial problems in this economy. Cindy suggested that we announce the details of this new plan at the next chapter meeting.

Treasurer's Report

Elaine presented the Treasurer's reports for July/August and for September. The checking account balance is \$3,159.89 and the Waymon Underwood Scholarship Account has improved considerably to \$17,269.23. The reports were accepted and will be filed. Elaine has not yet finalized the year's budget. She had some questions about anticipated expenditures and revenues for the year, for example the scholarships, a possible speaker's grant, speakers' gifts, any income from the seminar, etc.

Newsletter Committee

Jay said that the next newsletter will be out this month. She will ask Chris to update the website with the next program announcement.

Old Business/New Business

- i) **Region Leadership Meeting 2011:** Cindy thought that we should be forming a committee for the Region Leadership Meeting that we will be hosting in 2011. She volunteered to serve on the committee, as did James, Jay and Tina. They would also ask Roger Lucas to serve.

Review of Motions

The minutes of the board meeting of September 10 and the notes of the chapter meeting of September 22 were approved.

Next Meeting

The next meeting of the board will be held on Thursday, November 12 at Montgomery County Records Center and Archives at 8:30 AM.

Adjourn

There being no further business, the meeting was adjourned at 9:35 A.M.

Respectfully submitted,

Gillian Hill, Secretary