

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

Call to Order

President, Cindy Manz, called the meeting to order at 8:40 A.M.

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

Between Meeting Board Actions`

There were no between meeting board actions.

Approval of Minutes

Gillian presented the minutes of the board meeting of June 11 and the chapter notes of June 23. Cindy 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) **Waymon Underwood Scholarship:** Cindy said it was time to consider the scholarship for this year. Gill made a motion for the chapter to approve a \$500.00 scholarship for a Wright State University Public History student. James seconded the motion, which was approved by all.
- ii) **OERC Regional Workshop:** The Dayton Chapter will host the Ohio Electronic Records Committee training session on e-mail management and imaging in 2010. The chapter will provide the facility and pay for snacks. The OERC will provide the speakers. Cindy said that Debbie thought that she could get the Montgomery County site—Madison Lakes—that we used for our Spring Seminar. Cindy also said that she was looking at our regular meeting date in April—the fourth Tuesday will be April 27—as the date. She will look into getting continuing education points for the various groups that might attend.
- iii) **AIEF Silent Auction:** There was some discussion on what our chapter might contribute to the ARMA Educational Foundation's silent auction at the International conference this year. James suggested sending a signed print of some aspect of Dayton's aviation history. He will look into this, bearing in mind that we would need something by the end of September.

- iv) **Great Lakes Region Website:** The region website is in the planning stages. Jay is to be the Twitter manager for the website. The domain name will be www.armagreatlakes.org Gill said that the next phone conference meeting for the website committee is to be September 18.
- v) **International Conference Update:** Because of all the local business travel cuts during this current national economic situation and the great expense involved with traveling to the International Conference, there was some discussion about how the chapter could get the most benefit from sending the chapter president. Gill will be attending as Great Lakes Region Manager, and Cindy can share Gill's room. In the discussion, it was agreed that it would be most beneficial for the chapter if Cindy attended the two days prior to the actual beginning of the conference for the chapter leadership sessions. She would not need to register for the conference to attend these events. She would then stay two additional days to attend poster sessions and the Expo. Steve Rottert made a motion for the chapter to cover Cindy's travel and food expenses, rather than her registration fee, in order that she can attend the pre-conference leadership sessions. The motion was seconded and all approved.

Vice-President/Programs

Tina distributed a preliminary calendar of the year's programs. The September meeting will be presented by Jay Brooks entitled "Tweet! Tweet! The Implications of Social Networking". We will also discuss this past summer's Great Lakes Region Leadership Meeting in Lansing, MI and begin to plan the 2011 event, which Greater Dayton will host.

Cindy Manz will give a presentation at the October meeting entitled "From Hardcopy to the Internet". The November meeting, which is being moved up a week to November 17, to avoid Thanksgiving week, will be a program on grant writing, given by Sarah Hippensteel Hall, of the Miami Conservancy District. There is no meeting in December.

For January a webinar on metadata management was discussed. Gill made a motion, seconded by Cindy, for the chapter to pay \$50.00 for the right to show the presentation. All approved the motion. Steve Rottert is scheduled to give a tour of his business and a presentation on scanning in February. The rest of the year's programs have not yet been finally settled, but will likely include a CRM quiz, perhaps another tour, and the April OERC meeting.

Secretary's Report

Gill had no report this month.

Treasurer's Report

In Elaine's absence there was no report. Cindy said that she will give Elaine a note of what will be needed to fund the programs so that Elaine can include that amount when she prepares her budget. Elaine will present the year's budget at the next board meeting.

Membership Committee

Tina introduced Steve French as the new Membership Chair for this year. Tina has passed her information to him. Cindy said that we should try to contact some of the local businesses in an attempt to boost our membership this year.

Newsletter Committee

Jay said that the next newsletter should be out next month. She has asked Steve French and Cindy Manz to write articles.

Website Committee

Chris Abernathy is out on paternity leave with his new baby. Cindy said that we should put our new meetings on the website.

There was some discussion about the new Region website. Jay wants to ask other chapters to send her information for Twitter.

Old Business/New Business

Cindy said that the goals for this ARMA year were:

- i) To increase membership
- ii) To submit for various ARMA awards, e.g. website, newsletter, and chapter of the year
- iii) To submit for a Speaker's Grant

Ray suggested that we might consider having a speaker on Red Flags (identity theft), and High Tec (HIPAA) as all businesses now have to have policies and planning in place. Everyone agreed that this would be a good idea.

Review of Motions

- The minutes of the board meeting of June 11 and the notes of the chapter meeting of June 23 were approved.
- A motion to give a WSU Public History student a \$500.00 scholarship from the Waymon Underwood fund was approved.
- A motion for the chapter to cover President Cindy Manz's travel and food expenses (rather than the registration) for the ARMA International Conference in Orlando, FL was approved.

- A motion to pay \$50.00 for a webinar on metadata management for the January 2010 program was approved.

Next Meeting

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

Adjourn

There being no further business, the meeting was adjourned at 9:45 A.M.

Respectfully submitted,

Gillian Hill, Secretary