

GREATER DAYTON CHAPTER  
MEETING

November 17, 2009

The Greater Dayton Chapter of ARMA International met on Tuesday, November 17, 2009 at the Miami Conservancy District at 5:30 P.M.

There were 14 people in attendance—Chair, Debbie Andrews, President, Cindy Manz; Secretary, Gillian Hill; Directors, James Zimmerlin, Jay Brooks, and Ray Davis; Program Chair, Tina Ratcliff; members, Steve French, Carolyn Battle, Bob Smith, Chris Wydman, and Lori Northern; Wright State University student scholarship recipient, Ryan Qualls, and guest speaker, Sarah Hippensteel, from Miami Conservancy District.

The meeting started with a social period, followed by dinner provided by Creatif Catering. Cindy opened the meeting at 6: 30 P.M. by asking all present to introduce themselves. She welcomed Ryan Qualls, who is the 2009 Wright State University Waymon Underwood Scholarship recipient, and read his introductory paper to those present. Ryan was presented with a check from the chapter in the sum of \$500.00.

Bob Smith, who is now working part time at Sinclair as Records Manager and Archivist, said that he has spoken to people at the college and is seeking to reinstate the scholarship traditionally awarded to a student in records management there. Cindy said that this would be brought up at the next board meeting.

Cindy said that there would be no chapter meeting in December, as usual, and that the January meeting would be a virtual presentation on metadata management. She also announced that she has again brought ARMA International Education Foundation tickets to sell for \$5.00 each.

Cindy then asked Sarah Hippensteel who, as Program Development Specialist at the Miami Conservancy District, is a work colleague of Cindy's, to introduce herself and give her presentation on Grant Writing 101. Sarah has obtained \$10 million in grants over the past eight years. She gave a great, succinct and straightforward set of simple tips to help anyone launching into grant writing, the most obvious and least observed recommendation being to read the directions carefully before beginning to write and to follow them completely. The worst thing to happen would be to have a good plan dismissed because you didn't submit it in the way that was asked. Sarah said that even in these difficult economic times there is plenty of grant money out there. Her excellent pointers should encourage those with projects to fund to make the effort to find the financial help.

The meeting was adjourned at 7:35 P.M.

Respectfully submitted,

Gillian Hill  
Secretary