

**ARMA Greater Dayton Chapter  
Board Meeting Minutes  
Miami Conservancy District  
July 30, 2008**

**Call to Order**

Chair, Roger Lucas, called the meeting to order at 4:15 P.M.

Light refreshments were served and enjoyed by all throughout the meeting.

**Roll Call**

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

**Between Meeting Board Actions**

There were no between meeting board actions.

**Approval of Minutes**

Gillian Hill presented the minutes of the Board meeting of June 12 and the Chapter meeting of June 24. Roger made a motion to approve both sets of minutes, which was seconded by Steve and approved by all.

**Treasurer's Report**

Elaine presented the Treasurer's report. The current balances in the two checking accounts total \$2,682.92. The Treasurer's report was accepted as presented.

Roger made a motion for Debbie, as president, to ask Gary Maxton to do the annual financial audit of the books. Steve seconded the motion, which passed unanimously.

The third of five annual \$100.00 payments pledged to the ARMA International Education Foundation was overlooked in the Spring of 2008. Elaine wrote a check for \$100.00, which Gill will send to the Foundation. The fourth installment will be due in April of 2009.

Jay made a motion for the Greater Dayton Chapter to donate \$200.00 to a fund set up by the Great Lakes Region to help the Central Illinois Chapter get back on their feet after a disastrous financial situation resulting from a canceled seminar in the Spring. Debbie seconded the motion, which was approved by all. Gill will send the check to the ARMA

Great Lakes Region Treasurer, Pat Peirce, who will collect donations from the chapters to present to the Central Illinois Chapter with one check.

Roger suggested that we consider amending our own chapter bylaws to state that no contracts shall be valid unless signed and approved by the full board of directors, in order to prevent a similar disaster befalling our chapter in the future. Gill will draft a new clause for approval at the next meeting.

### **Program Committee**

Cindy led the meeting from this point. There followed animated discussions about the direction the chapter should take with regard to communications, membership, and programs for the upcoming year.

Cindy felt that the website still needed some updating and amending. She suggested that board members look at the great website of the Chattanooga, TN Chapter for ideas. It was also suggested that the chapter letterhead be updated and an electronic template be available. James volunteered to join the Public Relations/Website/Newsletter Committee, which now comprises Chris Abernathy, Jay Brooks, Tina Ratcliff and James Zimmerlin.

Cindy then presented the draft program of chapter meetings that she and Roger had planned for the coming year and the topics were discussed. The themes will include e-mail and electronic records management and discovery, preservation, and information security. A few speakers and dates need to be firmed up, but it looks as if we will have a great ARMA year ahead. We hope to include a joint meeting with the Cincinnati Chapter and a Spring Seminar.

The Waymon Underwood Scholarship was discussed. Gill had brought the original guidelines from when the scholarship was begun, in 1988, to the meeting. Over the years, we have amended the original division of a \$1,000.00 educational scholarship between a student at Miami University and a student at Sinclair Community College, first to a student at one institution one year, and to a student at the other the next, then to one for a student at Sinclair and one for a student in the Public History MA Program at Wright State University. As we have recently had problems trying to get an official at Sinclair to talk to us about a student scholarship, Cindy thought that we could make better use of the money by giving an educational scholarship to our own members to help them attend the annual ARMA Great Lakes Region Leadership Conference. Gill therefore made a motion for this year to give \$500.00 to a student in the WSU Public History program and \$500.00 to enable one or more of our chapter members to attend the Great Lakes Region Conference in 2009. James seconded the motion and it was approved by all.

Gill also made a motion for the chapter to pay the registration fee for the ARMA International Conference (to be held in October in Las Vegas) for our current president, Debbie Andrews. It was seconded by Jay, and approved by all present.

## **Review of Motions**

- The minutes of the June 12 Board meeting and the June 24 Chapter meeting were approved.
- A motion to ask Gary Maxton to audit the financial records for 2007/2008 was approved.
- A motion to donate \$200.00 to the Region to be included in a lump sum to help the Central Illinois chapter was approved.
- A motion to apportion the 2008/2009 education scholarship, with \$500.00 to go to a Wright State University Public History student and \$500.00 to go to help our own chapter members attend the 2009 Leadership Training Conference offered by the ARMA Great Lakes Region was approved.
- A motion for the chapter to sponsor the registration of Chapter President, Debbie Andrews, to the 2008 ARMA International Conference was approved.

## **Next Meeting**

The next meeting will be arranged by e-mail.

## **Adjourn**

As there was no further business, the meeting was adjourned at 7:10 p.m.

Respectfully submitted,

Gillian Hill, Secretary