

**ARMA Greater Dayton Chapter
Board Meeting Minutes
Montgomery County Records Center and Archives
June 12, 2008**

Call to Order

Chair, Cindy Manz, called the meeting to order at 8:45 a.m.

Roll Call

Board members present were: Cindy Manz, Chair; Roger Lucas, President; Debbie Andrews, Vice-President; Elaine Wintrow, Treasurer; Steve Rottert; Tina Ratcliff; Jay Brooks, Directors. Absent was Ray Davis, Director.

Between Meeting Board Actions

The Board sent a check to Hospice of Dayton in memory of Cindy's mother who died recently.

Approval of Minutes

Gillian Hill presented the minutes of the Board meeting of May 8 and the Chapter meeting of May 27. She thanked Jay for writing the Board minutes in her absence. Roger made a motion to approve both sets of minutes, which was seconded by Steve and approved by all.

Officers' Reports

President

Roger said that he seems to be receiving most of his correspondence from ARMA International now, although some messages are still not getting through. He suspects that they are being blocked by the CBG spam filter.

He said that two of our members were on the delinquent list—more than 60 days had elapsed since their memberships had expired. He would forward the notice to Elaine.

He also suggested that the chapter buy a gift for the Miami Conservancy District to thank them for providing us with a meeting place all year. Cindy was not sure that they would be able to accept such a gift and would check for us.

Secretary

Gillian had some items from ARMA HQ and the Region to report.

- She said that Scott Weikel, our Region Coordinator, who will be coming to our June meeting to install officers will be asking us some questions for his report to ARMA HQ. She showed the Board a Chapter Visit form that we were to complete and send to him prior to his visit with information about what we thought we were doing well, and where we thought we needed help as a chapter. There followed some discussion on these points and Gill said she would complete the form and send it to Scott.
- She gave the ARMA Board Update form to Cindy, who will complete it and send the list of our officers for this year to ARMA HQ.
- She reminded the Board about the 990 form, due to HQ August 1. Elaine, as Treasurer, will deal with this form.
- She explained the new procedure for those wishing to work at the International Conference in return for a paid registration. The program used to be called Speaker Assistance. It is now called Education Monitors. Dayton chapter member, Chris Wydman, has applied for one of the two positions allowed for our Region, and his form was approved and signed by Roger as Chapter President and Gill as Region Manager.
- She said that the ARMA International Education Foundation was asking chapters to contribute items for the silent auction to be held at the International Conference. We contributed last year. Roger made a motion for the Dayton Chapter to buy a gift for the AIEF, not to exceed \$50.00 in value. The motion was seconded by Debbie and passed unanimously. Debbie offered to buy the gift.
- Lastly, Gill said that she would send Cindy an electronic database of speakers, provided for us by ARMA HQ, that might help the Program Committee plan next year's meetings.

Treasurer

Elaine presented the Treasurer's report. The current balances in the two checking accounts total \$2,985.92, and the scholarship fund total is \$19,361.31. The Treasurer's report was accepted as presented.

Chair

Cindy announced that Sharon Lane was to be this year's Chapter Member of the Year for her many years of service to the Dayton Chapter, first as a member of the Board, and more recently as Newsletter Editor.

She then led a discussion on the upcoming Great Lakes Region Leadership Conference to be held in Lexington, Kentucky, July 18-20. She nominated Sharon Lane, as our Chapter Member of the Year, and new Board member, James Zimmerlin, to be the two chapter members to receive the free registrations provided by the Region.

Roger made a motion to accept those two people as the ones to receive the ARMA Region free registrations and to have our chapter sponsor the registration fee for two more chapter members. The motion was seconded by Steve and approved by all. Of the present Board members Cindy, Gill, Tina and Jay planned to attend. Gill's registration will be reimbursed by ARMA International as she is the Region Manager. Gill will send in the registration form to the Region Treasurer once Cindy has spoken to Sharon and James to confirm their attendance.

Directors' and Committee Chairs' Reports

Membership Committee

Tina said that she had sent material to a couple of new member prospects with no result so far. Gill gave her another couple of names of people who have expressed an interest in knowing more about ARMA. She will send them information.

Vice President/Programs

Debbie said that she had a question about the menu for the next meeting. We all agreed that we would like it to be something special for the last meeting of the year, but that Creatif Catering always had something good. She said that she would request that one of the meat dishes be beef. She will get the program announcement to Cindy for distribution.

Newsletter/Website

Jay said that she would like people to please try to contribute articles to the newsletter as she is doing everything alone and it is hard to put out a newsletter every month. There was some discussion about the difficulties faced by all newsletter editors. Everyone who has held the position has had a similar complaint. One possibility is to have fewer newsletters per year—either bi-monthly or quarterly. Another suggestion is to include articles found in other newsletters or periodicals. Provided the permission of the author was obtained to republish, this could be a good way to get information to members that they might not have seen elsewhere. If there are to be fewer newsletters, however, it is even more important that the website be up to date, with the next meeting information prominently displayed. Chris said that he will update the website and start by getting the May minutes posted.

Old Business/New Business

New Business

Cindy offered to host at her home the annual combined meeting of the old and new boards to exchange papers and information. A date of Wednesday, July 30 was suggested. Cindy said that she wished to discuss the possibility of a new budget for the

upcoming year at that meeting that would include money to reimburse speakers, so that we could provide some quality educational programs.

Review of Motions

- A motion to give a donation to the Hospice of Dayton was approved in Between Meeting Actions of the Board.
- The minutes of the May 8 Board meeting and the May 27 Chapter meeting were approved.
- A sum not to exceed \$50.00 was approved for a gift from the chapter for the ARMA International Education Foundation silent auction at the International Conference in October.
- A motion for the chapter to sponsor the registration to the Leadership Conference of two chapter members in addition to the two free registrations provided by the Region was approved.

Next Meeting

The next meeting will be held on July 30th at the home of Cindy Manz.

Adjourn

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

Respectfully submitted,

Gillian Hill, Secretary