

**ARMA Greater Dayton Chapter
Board Meeting Minutes
Montgomery County Records Center and Archives
November 13, 2008**

Call to Order

Chair, Roger Lucas, called the meeting to order at 8:45 A.M.

Roll Call

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

Between Meeting Board Actions

There were no between meeting board actions.

Approval of Minutes

Gillian presented the minutes of the board meeting of October 16, and the chapter meeting of October 28. Debbie made a motion to approve both sets of minutes, which was seconded by Elaine and approved by all.

President's Report

Debbie had nothing to report this month.

Vice President's Report / Program Committee

Cindy said that the November meeting date has been changed back to the fourth Tuesday—November 25. She had been unable to make contact with the proposed speaker for the webinar. The meeting will now feature a speaker, Jim Stevens, who was the Assistant Fire Marshall for the St. Charles Fire Department in St. Louis at the time of the destruction of millions of official military records in the fire in the Federal Records Center in the 1970s.

Cindy also said that the Montgomery County meeting room—Madison Lakes—is not available on our proposed date of April 28, 2009 for our seminar. She is going to see if Angela O'Neal will be available on the 29th instead. There followed discussion on proposed arrangements, such as registration costs, food possibilities (continental breakfast, boxed lunch, afternoon snack), etc. The scheduled time will probably be 8:30 A.M. to 4:00 P.M.

The only month as yet unscheduled is February, 2009. Gill was asked to contact Jackie Brown, librarian at Wilberforce University, to see if we might arrange a lunch meeting and tour of the Afro American Museum for Black History Month.

Secretary's Report

- i) Calendar—Gill showed the board the revised calendar of reminder dates for the chapter year that she had completed. It was suggested that this list should be put on the chapter website, in the Governance section, under the title Board Reminder Dates. Gill said that she would e-mail it to Chris to put on the website.
- ii) By-Laws Amendment—Gill said that she had sent the proposed amendment to the bylaws to Trevor Mitchell at ARMA HQ. He had suggested that we might prefer to change the wording to indicate that a majority of the board, rather than the full board, approve any contract, because otherwise a one no vote would mean that a contract could not be approved. Gill changed the language to read as follows:

ARTICLE VII – FINANCES

Section 4. Contracts

Approval by a majority vote of the Board of Directors is required for any contract made with the Greater Dayton Chapter. The contract must be signed by two officers of the Board.

Trevor had told Gill that the next step was to get approval from the chapter members. Gill said that she would bring it before the chapter at the next meeting. Once we have chapter approval, a copy of the amended bylaws would be sent to ARMA HQ for their files.

Treasurer's Report

Elaine presented the Treasurer's Report. The checking account balance is \$1,791.80 and the balance of the scholarship account with Edward Jones is \$14,833.47.

Elaine said that she had spoken to the Edward Jones representative and that he had suggested that we consider reinvesting the \$1,300.00 we are holding in a cash deposit. As stocks are currently priced so low, he thought it would be a good time to buy. After some discussion, the board decided to leave things as they are, because we will need to draw on the cash to pay the scholarship for the nominated WSU student immediately, and also again in a few months to send a member or more than one member to the Leadership Conference next year (as we decided at the board meeting of July 30).

Elaine also said that WSU has chosen this year's scholarship recipient. She will send the check for \$500.00 to Scholarship Committee Chair, Chris Wydman, to present to the recipient.

The Treasurer's Report was accepted as presented, and filed.

Membership Committee

Tina said that Ray's name is now showing up on the chapter membership list and that we currently have 29 paid up members of the chapter.

Newsletter Committee

Jay said that a newsletter would be issued this month. She said that she was disappointed that the chapter did not get an award for the Small Chapter Newsletter of the Year at the ARMA conference, but was determined to try again for next year. She called for more contributions from members.

Review of Motions

The minutes of the October 16 board meeting and the October 28 chapter meeting were approved.

Next Meeting

The next meeting will be held on Thursday December 11, at the Montgomery County Records Center and Archives at 8:30 A.M.

Adjourn

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

Respectfully submitted,

Gillian Hill, Secretary