

**ARMA Greater Dayton Chapter
Board Meeting Minutes
Montgomery County Records Center and Archives
April 16, 2009**

Call to Order

President, Debbie Andrews, called the meeting to order at 8:45 A.M.

Roll Call

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

Between Meeting Board Actions

There were no between meeting board actions.

Approval of Minutes

Approval of minutes will be suspended until the next meeting due to no quorum.

President's Report

Debbie had nothing to report this month.

Secretary's Report

Gillian was absent.

Treasurer's Report

Elaine presented the Treasurer's Report for March. The checking account balance is \$2,103.72 and the balance of the scholarship account with Edward Jones is \$13,445.90. The Treasurer's Report was accepted as presented, and filed.

The Board was also presented with the Auditor's Report. A copy will be given to Gillian for filing at the next meeting.

James suggested opening an interest-bearing savings account. James said Wright Patterson Credit Union offers a risk free savings account that requires that \$500 stay in the account at all times, and up to \$35 in interest can be accrued on that money per year.

Program Committee

Cindy said that there were 35 confirmed attendees for the Spring seminar. Cindy also confirmed with Creatif Catering for lunch. Cindy (with the sponsorship of Central Business Groups) will be purchasing the snacks the continental breakfast, in addition to picking up whatever is needed for morning registration. She will also contact the speaker again about sending the information to be copied for the packets (folders donated by CBG). Cindy asked that two people volunteer to man the registration table from 8 a.m. until 9 a.m., and Debbie and James volunteered. Cindy said that the known expenses to date are \$340 for 40 lunches, (which includes two free lunches, for speaker and guest), and mileage for the speaker, at \$.55 a mile.

Membership Committee

Debbie submitted the report in Tina's absence, saying that Bob might not renew his membership. She also announced that Mary Anne Siek is still on our roster. Debbie also announced that Greater Dayton member Julie Fairchild is moving to Michigan and will be leaving the Chapter. James said that he is hoping to bring in new members from Warren County.

Newsletter Committee

Jay said the April edition of the newsletter was sent out.

Review of Motions

There were no motions passed because there was no quorum.

Next Meeting

The next meeting will be held on Thursday, May 14th, at the Montgomery County Records Center and Archives at 8:30 a.m.

Adjourn

There being no further business, the meeting was adjourned at 9:55 a.m.

Respectfully submitted,

Jahzerah Brooks, Director