

**ARMA Greater Dayton Chapter  
Board Meeting Minutes  
Montgomery County Records Center and Archives  
March 12, 2009**

**Call to Order**

Chair, Roger Lucas, called the meeting to order at 8:40 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, and Ray Davis.

Absent were: Vice-President, Steve Rottert; Director; James Zimmerlin, and Program Chair, Cindy Manz.

**Between Meeting Board Actions**

There were no between meeting board actions.

**Approval of Minutes**

Gillian presented the minutes of the chapter meetings of January 27 and February 24, 2009. Tina made a motion to approve them, seconded by Ray, and they were approved by all present.

Gillian next presented the minutes of the board meeting of February 12, 2009 for approval. Debbie made a motion to approve the minutes, which was seconded by Tina and approved by all.

**President's Report**

Debbie announced the information she had received from ARMA HQ regarding this year's membership drive.

**Secretary's Report**

Gill referred board members to the February issue of Chapter Connection from ARMA HQ. Several deadline dates were mentioned, including an April 1 deadline for submitting a speaker grant application. This led to a discussion about submitting a speaker grant for an upcoming program, which will be brought up again at the next board meeting.

Gill also encouraged board members to enroll in the online Leadership Academy courses available for chapter leaders, and to take part in the various webinars available from ARMA.

She also reminded everyone that this year's Great Lakes Region Leadership Conference is July 24-26 in Lansing, MI., and said that she will bring this up at every opportunity she gets!

### **Treasurer's Report**

Elaine presented the Treasurer's Report for February. The checking account balance is currently \$2,107.86. The Edward Jones statement shows a balance of investment income as of February 27, 2009 at \$13,285.15 (continuing to go down). The Treasurer's Report was accepted as presented, and filed.

### **Program Committee**

Roger commented that we had had two successful meetings (in January at Wright State University Archives and in February at the Afro-American Museum to celebrate Black History Month). He said that he had looked at the most recent version of the flyer for the April seminar Cindy had sent out and had advised her that a note to the effect that we could not accept payments by credit card should be included, and also that we would accept billings if a purchase order number was included.

In Cindy's absence, he reminded everyone to attend the March meeting on the 24<sup>th</sup>, which would be held in the evening at the Miami Conservancy District. This will be a webinar, led by Jesse Wilkins. He also reminded everyone that April is Records and Information Management month and for those who could to get a proclamation or press release announcing it.

### **Membership Committee**

Tina said that the official ARMA membership roster shows our current membership at 29, but it includes a former Dayton member who no longer resides in the State. She also said that she had written to a prospective member whose name showed up on the 099 list received from HQ, but the letter came back as undeliverable.

### **Newsletter Committee**

Jay had nothing to report. Chris has not yet sent out the newsletter.

### **Website Committee**

Jay said that Chris had been billed for the website renewal fee and she gave the information to Elaine so that he could be reimbursed.

### **Old Business/New Business**

Gill said that she will be out of the country at the time of the next board meeting and she asked Jay if she would take the minutes for her. Jay graciously offered to do so.

### **Review of Motions**

The notes of the chapter meetings of January 27 and February 24 were approved. The minutes of the board meeting of February 12 were approved.

### **Next Meeting**

The next meeting of the board will be held on Thursday April 9, at the Montgomery County Records Center and Archives at 8:30 A.M.

### **Adjourn**

There being no further business, the meeting was adjourned at 9:20 A.M.

Respectfully submitted,

Gillian Hill, Secretary