

**ARMA Greater Dayton Chapter  
Board Meeting Minutes  
October 18, 2007**

**Call to Order**

Chair, Cindy Manz, called the meeting to order at 8:40 a.m.

**Roll Call**

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

**Between Meeting Board Actions**

There were no between meeting board actions.

**Approval of Minutes**

Gillian Hill, Secretary, presented the minutes of the Board meeting of September 13. Steve made a motion to approve the minutes, which was seconded by Cindy and passed unanimously.

**Officers' Reports**

**President / Vice President/Programs**

Roger Lucas, President, asked where the chapter stood regarding VP, George Kidd's resignation. Cindy explained that George's employer at first said that he couldn't financially support George's involvement with ARMA, but then actually closed down his business, Chateau Group, shortly afterwards. George's employment will cease at the end of October.

The October chapter meeting, therefore, had been arranged by Roger, Cindy and Chris Wydman. It will be held on Tuesday, October 23 at the Miami Conservancy District. Dinner will be provided by Creatif Catering, and our speaker will be Rachel DeHart, our 2006/7 scholarship winner, who will talk to us about her recent trip to Russia to study the way the past is being remembered there in the post-Soviet period.

The November meeting will be the chapter's 30<sup>th</sup> anniversary celebration. It will be held on a **Thursday** (rather than Tuesday), the 29<sup>th</sup> November, at the Old Courthouse in Dayton, from 3:00 PM until 6:00 PM. Our speaker will be one of our founding members, Steve Haller, now the Senior Director of the Indian Historical Society. Creatif Catering, as usual will provide our refreshments, which will be finger food and punch. Cindy will put out an announcement about the celebration by e-mail and on the website. Steve had

asked about a topic we would like him to talk about and we agreed that we would like him to give a recap of his career. His work establishing the Montgomery County Records Center over 30 years ago had provided a pioneering model for other Ohio counties, and his later work at Williamsburg and currently with the Indiana Historical Society has provided him with a rich variety of experience in the field of archives and records management.

Gill will contact ARMA HQ to ask them to send us a certificate commemorating the occasion.

### **Secretary**

Gill had talked to Pam Schwartz about the chapter handbook, and Pam is happy to pass this project on to Jay. The bylaws will be submitted soon.

### **Treasurer**

Treasurer, Elaine Wintrow, presented her report for September. The checking account balance was \$3,514.95. The Treasurer's report was accepted and filed.

There was some discussion regarding the budget for the coming year. Elaine will draft one based on our anticipated revenues and expenditures. Roger will apply for one of the ARMA speaker grants to provide some funds for a speaker for one of our upcoming programs. Roger also said that he will look for some appropriate speaker gifts to have on hand. We have no more mugs and would like to try something different this time.

### **Directors' and Committee Chairs' Reports**

#### **Membership Committee**

Chair, Debbie Andrews, said that she will submit a report for the newsletter on what she learned at the leadership meeting at the ARMA conference regarding how to attract new members.

#### **Newsletter**

Newsletter editor, Sharon Lane, plans to get out the next newsletter on October 23. Jay is ready to work on content for future newsletters, but would like to ask Sharon for a consistent monthly deadline date by which to provide material.

#### **Website**

Cindy had been looking at some other chapter websites and suggested that it might be a good idea for us to include a jobs wanted and jobs available listing. Others agreed.

## **Old Business/New Business**

### **Resignation of Vice President**

Cindy said that we would have to replace George as VP. Tina nominated Debbie as the new VP/Program Director. The motion was seconded by Jay and all agreed. Tina will take over Debbie's prior position as Membership Committee Chair. Cindy will appoint someone to serve the remainder of Debbie's current term as a director.

### **HQ Report**

Cindy announced the publication of the Competencies Document that was announced at the Baltimore conference. She thought that it might make a good topic for a future program, with a speaker from ARMA HQ.

### **Charity Support**

Cindy had mentioned at the last meeting that the chapter should give some thought to supporting a charity. There followed some discussion on possible activities, including a records destruction project for the community during Records Management month next April.

### **Review of Motions**

The minutes of the September 13 Board meeting were approved.

The motion to appoint Debbie Andrews to replace George Kidd as Vice President and Program Chair was approved.

### **Next Meeting**

The next meeting will be held at the Miami Conservancy District on November 8 at 8:30 in the morning.

### **Adjourn**

There being no further business, the meeting was adjourned at 10:20 a.m.

Respectfully submitted,

Gillian Hill, Secretary.