

**ARMA Greater Dayton Chapter
Board Meeting Minutes
Montgomery County Records Center and Archives
February 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; Vice-President, Steve Rottert; Secretary, Gillian Hill; Treasurer, Elaine Wintrow; Directors, Tina Ratcliff, Jay Brooks, James Zimmerlin and Ray Davis; 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 board meeting of January 8, 2009. Tina made a motion to approve the minutes, which was seconded by Steve and approved by all.

President's Report

Debbie had received some information regarding a new online Master of Archives and Records Administration (MARA) degree program at San Jose State University in California. Jay said that she would include the announcement in the newsletter. Debbie also said that she had received the Chapter Member of the Year award for Sharon Lane. Gill said that she would contact Sharon and see if she can attend the February meeting, so that we can present the award to her.

Secretary's Report

Gill said that ARMA International has a new database and many of their web pages have been updated and information is more easily accessible. She also reminded everyone that the Great Lakes Region Leadership Conference is to be held in Lansing, Michigan this year, July 24-26. She said that she has restructured the region leadership somewhat. She will be taking over as coordinator for Columbus, Toledo, and Cleveland chapters, when Yvonne Harris's term of office is up on June 30. Pat Peirce, the region treasurer, will take over as coordinator for the three Wisconsin chapters that Gill had been responsible for. This should be a more efficient use of ARMA's resources. The other coordinators will remain the same as this year.

Treasurer's Report

Elaine presented the Treasurer's Report for January. The checking account balance is currently \$1,953.89. The Edward Jones statement shows a balance of investment income as of January 30, 2009 at \$14,009.44. The Treasurer's Report was accepted as presented, and filed.

Program Committee

Cindy said that everything is set for the February meeting at the Afro-American museum in Wilberforce. She encouraged people to get their lunch orders in. We will have a tour of the museum prior to eating lunch and holding our business meeting. She has talked to her IT people at work regarding the WebEx setup needed for the March webinar. Debbie has arranged to have the usual room fee waived for the April seminar's Madison Lakes venue. Cindy said that she would be sending out the official flyer with registration information for the seminar in the next week or so.

Membership Committee

Tina has not yet received the ARMA membership roster, but she announced that we do have a new member—Doug Wamer of Antioch University. Cindy had had some correspondence with Doug regarding the CRM exams, which Doug is interested in taking. Steve French is also interested in completing his CRM. Steve has already passed some of the exams. There followed some discussion about the possibility of putting on a program about the CRM in the near future.

Newsletter Committee

Jay had nothing to report. She has sent Chris Abernathy all the information for the next newsletter.

Website Committee

Jay said that the website has been updated.

Old Business/New Business

Roger said that he has been working with the people in the Wittenberg University Library to provide them with shelving. They have a big collection of archival papers of the Lutheran Church, including some nineteenth century records in German, that have suffered some water damage, and are not being adequately cared for. There is no professional archivist employed at Wittenberg. Roger had recommended Charles Price as a conservationist. Roger understood that Dawne Dewey, Head of Special Collections at Wright State University, had been to see the records and give some advice, but nothing much has happened since her visit. He wanted the chapter to be aware of the problem, and thought that we might be able to help in some way.

Review of Motions

The minutes of the January 8, 2009 board meeting were approved.

Next Meeting

The next meeting of the board will be held on Thursday March 12, at the Montgomery County Records Center and Archives at 8:30 A.M.

Adjourn

There being no further business, the meeting was adjourned at 9:15 A.M.

Respectfully submitted,

Gillian Hill, Secretary