

**ARMA Greater Dayton Chapter
Board Meeting Minutes
Montgomery County Records Center and Archives
January 8, 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; Directors, Tina Ratcliff, Jay Brooks, James Zimmerlin and Ray Davis; and Program Chair, Cindy Manz. Absent was Treasurer, Elaine Wintrow.

Between Meeting Board Actions

There were no between meeting board actions.

Approval of Minutes

Gillian presented the minutes of the board meeting of December 11, 2008. Debbie made a motion to approve the minutes, which was seconded by James and approved by all.

President's Report

Debbie said that she was now receiving ARMA messages from Trevor Mitchell at HQ. She had discovered that previously those messages had been automatically sent to her electronic trash,. She gave board members the new username and password to access the monthly reports and membership lists.

Vice-President's Report

Steve had nothing to report, but apologized for missing the last few meetings owing to work issues.

Secretary's Report

Gill made a motion, seconded by Steve, to pay the ARMA Great Lakes Region Treasurer the Greater Dayton Chapter Assessment of \$75.00 for 2009. An assessment, based on the number of members, is requested from each chapter annually. The money received enables the Region to put on the annual Region Leadership Conference, among other things.

Gill also reminded Cindy that Charles Price, of Charles Price Paper and Book Conservation, would like to receive the January meeting announcement, as he plans to attend the meeting at Wright State University.

Treasurer's Report

In Elaine's absence, Cindy presented the Treasurer's Report for December. The checking account balance is currently \$1,795.55. The monthly Edward Jones statement has not yet been received. The Treasurer's Report was accepted as presented, and filed.

Program Committee

Cindy said that she will be sending out announcements for the January meeting very soon. The meeting is scheduled for 11:30 AM on January 27th at Wright State University Special Collections and Archives. Box lunches will be provided from Panera Bread. The choices will be included in the announcement. Gill said that she has made contact with the Afro-American Museum for our February Black History Month meeting. We have booked the date of February 24th for a lunchtime meeting. Again, box lunches will be provided, this time from Oasis in Xenia, and we will be given a tour of the museum. Cindy is going to phone Jesse Wilkins to firm up the March meeting details. Plans for the April 29th workshop were discussed. Creatif Catering will provide the lunches, and we will probably buy the breakfast and break supplies separately. Roger said that he has been discussing the details of the May tour of Aileron with archivist, Deanna Ulvestad. The June meeting will be the installation of our new officers.

Membership Committee

Tina announced that, according to the latest list from ARMA, we currently have 31 members, but that a figure of 28 is more realistic, because a few people are unlikely to renew. Roger said that he will contact the new records manager at Preble County to see if she would be interested in joining the chapter.

Newsletter Committee

Jay said that all the information for the next newsletter is with Chris Abernathy and it is ready to go. She had received some comments from ARMA on how our newsletter could be improved to make it more competitive in the Newsletter of the Year awards.

Website Committee

Cindy said that the date of the April workshop needs to be changed on the website. We are moving to a Wednesday (April 29th) for this meeting, from our traditional 4th Tuesday date. She also said that she would send Chris some information about the February meeting for him to put on the website.

Review of Motions

Two motions were approved:

1. A motion to send the Treasurer of the Great Lakes Region a check for \$75.00 for our chapter assessment was approved, and
2. The minutes of the December 11, 2008 board meeting were approved.

Next Meeting

The next meeting will be held on Thursday February 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 9:20 A.M.

Respectfully submitted,

Gillian Hill, Secretary