

**ARMA Greater Dayton Chapter
Board Meeting Minutes
Montgomery County Records Center and Archives
October 16, 2008**

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, Ray Davis, and James Zimmerlin; and Program Chair, Cindy Manz. Absent was Vice-President, Steve Rottert.

Between Meeting Board Actions

There were no between meeting board actions.

Approval of Minutes

Gillian Hill presented the minutes of the Board meeting of September 11. Tina made a motion to approve the minutes, which was seconded by James and approved by all.

Gillian then presented the minutes of the chapter meeting of September 23. She asked others to check the list of attendees as she was not sure the list was correct. After being informed that a couple of people listed had not attended the meeting, Tina made a motion to approve the minutes provided the corrections were made, which was seconded by Debbie. The motion was approved by all.

President's Report

Debbie said that she has told the ARMA International Education Foundation that she would be bringing a book with her to the conference in Las Vegas as a donation to the Silent Auction.

Secretary's Report

- i) Calendar—Gill showed the board a calendar of reminder dates for the chapter year that she had prepared for the chapter ten or so years ago and, after suggestions for other entries, said that she would prepare an amended version for discussion at the next Board meeting.

- ii) By-Law Amendment—Gill had drafted an amendment to the bylaws to require full board approval for any contracts entered into by the chapter. The language was discussed and the final version reads as follows:

ARTICLE VII – FINANCES

Section 4. Contracts

Full Board approval is required for any contract made with the Greater Dayton Chapter. The contract must be signed by two officers of the Board.

Debbie made a motion to approve the amendment, which was seconded by Roger, and approved by all. Gill will submit the amendment to HQ for their approval before bringing it before the full membership of the chapter.

- iii) Central Illinois Chapter Update—Gill announced that the Great Lakes Region chapters had collected a total of \$4,450.00 to aid the Central Illinois chapter after their disastrous financial year. The chapter had been held to a hotel contract after their seminar speakers backed out at the last moment, and this had depleted the chapter treasury.

Treasurer's Report

Elaine presented the Treasurer's Report. The checking account balance is \$1,667.80 and the balance of the scholarship account with Edward Jones is \$17,275.27.

The report was accepted as presented, and filed.

Program Committee

Cindy said that the meeting scheduled for October 28 is set. The speaker will be Charles Price of Charles Price Paper and Book Conservation, LLC. The November 18 meeting will be a web seminar on e-mail. There will be no meeting in December, and then in January there will be a meeting at Wright State University Special Collections and Archives on the preservation of the Wright Brothers collection.

Cindy asked Debbie to check on the availability of the Montgomery County meeting room—Madison Lakes—for the April seminar, as the Greene County meeting room is already booked.

Membership Committee

At the previous Board meeting, Debbie had mentioned that Ray Davis's membership had not been changed from his mother's name, despite several communications with HQ. Gill said that she has since contacted Trevor Mitchell, the Member Services Manager, about this matter, and it has now been settled. The International membership is now in

Ray's name. He will have to pay his chapter fee directly to the chapter this year, but his chapter membership will be included in his invoice in the future.

Review of Motions

- The minutes of the September 11 board meeting were approved.
- The minutes of the September 23 chapter meeting were approved with the corrections to the list of attendees.
- A motion was approved to revise the chapter bylaws to include a statement on contracts with the chapter.

Next Meeting

The next meeting will be held on Thursday November 13, at the Montgomery County Records Center and Archives at 8:30 A.M.

Adjourn

There being no further business, the meeting was adjourned at 9:50 A.M.

Respectfully submitted,

Gillian Hill, Secretary