

**ARMA Greater Dayton Chapter  
Board Meeting Minutes  
Montgomery County Records Center and Archives  
May 8, 2008**

**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; Debbie Andrews, Vice-President; Elaine Wintrow, Treasurer, and Steve Rottert, Ray Davis and Jahzerah Brooks, Directors. Absent were Gillian Hill, Secretary, and Tina Ratcliff, Director.

**Between Meeting Board Actions**

There were no between meeting Board actions. However, Gillian Hill sent out a notice informing the Board of her intentions to change the Chapter Member of the Year Toast from the ARMA International Conference to the Regional Leadership Conference in July.

**Approval of Minutes**

Cindy Manz, Chair, presented the minutes of the Board meeting of April 10, 2008 as well as the chapter minutes from April 22. Cindy noted a correction in the last name of Roger's guest. Mike's correct last name is Heller. Roger made a motion to accept both minutes with corrections, which was seconded by Jay and approved by all.

**Officer's Reports**

**President**

Roger had nothing to report, other than to say that he enjoyed the Honda plant tour.

**Vice President**

Debbie and Cindy suggested that the Board switch the meeting dates of the Membership Drive June meeting in order to bring in Dan (Honda's Records Manager) to speak on his company's email program. Cindy said that Gillian would permit the chapter use of the Greene County media meeting room. Roger suggested that we should plan for the meeting to be held at 2:00 p.m. Roger also suggested that the chapter consider using Dan for a seminar. Possible venues for a seminar were discussed. Cindy suggested Madison Lakes. It was decided that the chapter would use Dan's June program as a sampler. If it gets a positive response, we will use Dan for a seminar next year. Possible places to hold

the election of officers' program were also discussed. Debbie will call Jay Alexander's, the Olive Garden and the Chop House to check availability of conference areas. Cindy offered the Miami Conservancy building as a last resort.

### **Secretary**

In Gillian's absence, Cindy had nothing to report.

### **Treasurer**

Elaine passed out the Treasurer's report. The only check for March 2008 was for Creatif Catering. The total for both accounts was \$2,787.68. Elaine said that she would close the old account as soon as she had some free time. Elaine also presented a detailed account of how the \$500 speaker grant was spent. Roger asked that the report be sent to International in order to show how we spent the money – that it was put to good use. Elaine said that no checks had been sent to Chris Abernathy yet, as she has not yet received an invoice. Cindy also reminded the Board of the plan to present Chris with a \$50 gift card. Many different suggestions were made. It was decided by all that Elaine would get him a prepaid Visa/Mastercard gift card so that he can spend it wherever he likes. The Treasurer's report was accepted as presented.

### **Director's Reports**

#### **Membership Committee**

In Tina's absence, Cindy announced the renewal of Deborah Moyer of the City of Beavercreek Police Department. The chapter currently has twenty seven members.

#### **Newsletter Committee**

Jay entered the chapter in the Newsletter of the Year competition, and is waiting to hear from International.

#### **Website**

Cindy made some suggestions for the website. Cindy asked that the website be a little flashier and more direct. She said that some formats should be changed, pictures updated, and that meeting announcements should include all information about all upcoming meetings. Cindy suggested that Chris check out the Miami Conservancy District's website as an example. Jay suggested that Chris be permitted to attend Board meetings.

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

1. Vice President: Cindy discussed the creation of an ad hoc committee to aid the Vice President with programs. According to Cindy, the Chair would oversee the committee, which would consist of 2 members in addition to the chair. Not having a vice president was also suggested, but Roger said that

would not work, as there would be no one primed for the presidency. Steve Rottert said that he would consider serving as vice-president.

2. Meeting Times: Roger suggested that we try different meeting times in the coming year. Jay suggested that we send out a survey to members, asking them to give their preferences. Cindy said that last year's story boarding meeting had the most attendance of any meeting yet.
3. Speaker gifts: There are 5-6 mugs left. The chapter should be covered for most of next year.
4. Speaker List: Cindy said that the region is putting together a list of speakers that various chapters have used. The list will have contact information for each speaker.
5. Leadership Conference: Cindy said that the Leadership Conference is very informative and that as many members as possible should attend. She said that the chapter pays for the Chapter Member of the Year person, and the region pays registration for two people. Roger suggested the Board meet a half hour before the next meeting, find out who wants to attend, and figure out the cost. If possible, the chapter might be able to help with the cost, creating an incentive for members to attend. Debbie asked how the Chapter Member of the Year is selected.

### **Review of Motions**

- A motion to approve the minutes of the April 10 Board meeting was approved.
- A motion to approve the minutes of the April 22 Chapter meeting was approved with corrections.

### **Next meeting**

The next Board meeting will be held on May 27, 2008 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,

Jahzerah Brooks, Director