

**ARMA Greater Dayton Chapter  
Board Meeting Minutes  
Montgomery County Records Center and Archives  
April 10, 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; Gillian Hill, Secretary; Elaine Wintrow, Treasurer, and Steve Rottert; Ray Davis; and Tina Ratcliff, Directors. Absent was Jay Brooks, Director.

**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 February 14, which had been written by Jay Brooks in Gill's absence. Cindy wanted to add some additional information regarding a discussion at the February Board meeting about speakers' gifts. Gill indicated a few typographical errors. Roger made a motion to approve the minutes with the amendments, which was seconded by Steve and approved by all. Gill expressed her thanks to Jay for taking the minutes of the Board meeting and also of the March Chapter meeting. The March chapter meeting minutes will be presented at the May board meeting. Gill then presented the minutes of the Chapter meeting of February 26. Roger made a motion to approve these minutes, which was seconded by Elaine and approved by all.

**Officers' Reports**

**President**

Roger had no report, other than to say that he is now receiving e-mail from ARMA HQ and that the problem he was having at work receiving bulk e-mail has been resolved.

**Vice-President/ Programs**

Debbie said that we would have to meet at 4:00 PM in Marysville for the April 22 meeting tour of the Honda plant. She suggested that we car pool for the journey to the plant, which would probably take about 1 ½ hours. Roger suggested that we meet at Meier's near Wright State University at 2:00 PM, and keep in contact by cell phone, if necessary. Debbie will send out full details about the meeting.

Debbie said that there were three outstanding invoices – for Arlyce's speaker's gift, for the lunch with Arlyce, and for the Creatif Catering March bill. Elaine said that she will add a 10% tip to the catering bill and send the payment.

There was some discussion about publicizing our meetings. Tina said that she had promoted the March meeting on the website ActiveDayton.com.

### **Secretary**

Gill said that she had no report other than to thank Jay for taking the minutes at both the March Board and Chapter meetings. Her help was much appreciated.

### **Treasurer**

Elaine presented the March Treasurer's report. She said that she is gradually moving the chapter funds over to the new account with Fifth Third Bank. As she still has Day Air checks, she is using them right now to pay bills until all the money is transferred to the new account. She said that when all the associated expenditures have been paid, she will draw up a separate statement to show how we spent the \$500.00 speaker's grant we received from ARMA HQ to finance our March meeting.

Elaine also explained that the Scholarship account had lost money again in the past month.

The checking account balance (from both the Day Air and Fifth Third accounts) totaled \$2,833.68, and the savings account was \$18,356.54. The Treasurer's report was accepted and filed.

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

#### **Membership Committee**

Tina said that she had sent letters to the two names that had shown up on the 099 reports from ARMA HQ (that is those ARMA members who have not joined a chapter). Neither person responded. Steve had sent Tina a list of 20 local names and addresses of people who might be interested in joining ARMA. She will contact them.

## Newsletter/Website

Cindy said that she checks the website about once a week and feels that we should be updating it more often to better publicize our meetings and have up to date information for people checking it out. We don't want to leave up outdated announcements about past meetings. Chris Abernathy, the Website administrator, joined the meeting. Some website work he is able to do at work, but other things he needs to do at home. Obviously, his Montgomery County work has to take priority. It was suggested to him that the chapter would pay him for the personal time he uses at home to work on the website. Chris expected that it would be no more than one hour a month. Roger made a motion that the chapter pay for website work done on personal time at the rate of \$25.00 per hour. Steve seconded the motion, which passed unanimously.

## Awards

Chris Wydman had indicated that Lisa Paschinelli, the Wright State student who had received a scholarship from the Chapter, plans to attend the April Chapter meeting,

## Old Business/New Business

1. **RIM month:** Cindy said that Miami Conservancy had had a spring cleaning day to celebrate Records and Information Management month. She said that they had thrown a bunch of stuff away, and awarded prizes. Everyone had a lot of fun and cleaned up a lot of mess. No other board members had held RIM month activities.
2. **HQ News:** As Great Lakes Region Manager, Gill gave an update on HQ information. She told the board members that the Cincinnati chapter had held a shred day for RIM month using a mobile shredder from their vendor members who worked for shredding companies to provide a free service for members of the public. She also mentioned some of the deadline dates for various awards listed in the Chapter Connection, and distributed the March chapter member roster. We have 26 members. Gill said that this year she had decided to try holding the Region Chapter Members of the Year toast at the leadership meeting in Lexington, July 18-20, rather than at the International Conference in October. Last year, the toast had been extremely expensive, yet only four chapter members of the year of the 17 were there to be acknowledged. This would be a trial change of venues to see if more could participate at a region meeting. Gill said that she had just submitted the Great Lakes Region activity report to ARMA HQ in time for their May 2 Board meeting.
3. **Speakers' Gifts:** Cindy had discovered that the chapter still had 6 speakers' mugs that could be used. There followed discussion on the various other gifts we could purchase. Cindy and Debbie will take a closer look at the catalogs they have and come back to the board with their recommendations next month. Gill made a motion, seconded by Tina to present Chris Abernathy

with a \$50.00 gift card for designing the chapter website. It was approved by all.

4. **Elections:** Elaine asked whether we had a slate of officers for the May election. Cindy said that it would be ready for the May Board meeting.

### **Review of Motions**

- A motion to approve the minutes of the March 13 Board meeting was approved with corrections.
- A motion to approve the minutes of the February 26 Chapter meeting was approved.
- A motion to pay \$25.00 per hour for personal work time on updating the website was approved.
- A motion to approve presenting Chris Abernathy with a \$50.00 gift card for designing the website was approved.

### **Next Meeting**

The next meeting will be held on May 8 at the Montgomery County Records Center and Archives at 8:30 a.m.

### **Adjourn**

There being no further business, the meeting was adjourned at 10:00 a.m.

Respectfully submitted,

Gillian Hill, Secretary.