

**ARMA Greater Dayton Chapter
Board Meeting Minutes
Montgomery County Records Center and Archives
December 11, 2008**

Call to Order

Chair, Roger Lucas, called the meeting to order at 8:45 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, and Ray Davis; and Program Chair, Cindy Manz. Absent were Vice-President, Steve Rottert and Director, James Zimmerlin.

Between Meeting Board Actions

There were no between meeting board actions.

Approval of Minutes

Gillian presented the minutes of the board meeting of November 13, and the chapter meeting of November 25. Elaine made a motion to approve both sets of minutes, which was seconded by Tina and approved by all.

President's Report

Debbie had nothing to report this month.

Secretary's Report

Gill had nothing other than the minutes to report this month.

Treasurer's Report

Elaine presented the Treasurer's Report for November (and a corrected sheet for October that had included some typographical errors). The checking account balance is \$1,877.80 and the balance of the scholarship account with Edward Jones is \$14,003.32. She had withdrawn \$500.00 from the cash deposit account with Edward Jones for the WSU scholarship award.

The Treasurer's Report was accepted as presented, and filed.

Program Committee

Cindy said that the January 2009 meeting date at WSU is settled. The cost for the lunch meeting will be our regular \$18.00. Box lunches will be provided. She is hoping that the February meeting will be a lunchtime tour of the Afro-American Museum at Wilberforce. Gill is trying to make arrangements with the contact person whose name she was given by Jackie Brown from the Wilberforce library, but had not yet been able to reach her. Cindy will try to think of another possibility for the meeting, to hold in reserve if the museum outing does not take place. March is to be the webinar with Jesse Wilkins although Cindy has had trouble reaching him too. April is to be the workshop on digital preservation, May will be our elections and the tour of the Aileron facility and June will be the installation of officers, with a visit from our Region Coordinator, Scott Weikel.

There followed some discussion about the April workshop. The date has been confirmed as Wednesday, April 29, one day later than our usual meeting day, at Madison Lakes, a facility owned by Montgomery County. It was proposed that a reduced fee would be charged for members of SOA, CARMA, and the MVAR, in addition to members of any ARMA chapter. Full time students with a valid ID would also be able to receive the reduced fee. There will be a limit of 50 attendees. Vendor participation and possible vendor sponsorship of a meal or snacks was also discussed.

Membership Committee

Tina announced that we have a new member—Zandy Hood of Endicott Microfilm in Hamilton. She said that we have 30 members on ARMA's current list, but three members have not yet renewed and at least two are unlikely to.

Newsletter Committee

Jay said that the newsletter will be issued soon. Material is coming in. The forthcoming newsletter will include a profile of the WSU scholarship winner

Education Committee

Cindy said that Chris Wydman had notified her that the WSU scholarship recipient this year is Jennifer Budzek. She read a letter that Jennifer had written about her studies and future plans. Chris has presented her with the check and extended an invitation to attend an upcoming meeting of her choice as a paid guest.

Review of Motions

The minutes of the November 13 board meeting and the November 25 chapter meeting were approved.

Next Meeting

The next meeting will be held on Thursday January 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