

**ARMA Greater Dayton Chapter
Board Meeting Minutes
Montgomery County Records Center and Archives
September 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; Vice-President, Steve Rottert; Secretary, Gillian Hill; Treasurer, Elaine Wintrow; Directors, Tina Ratcliff, Jay Brooks, and James Zimmerlin; and Program Chair, Cindy Manz. Absent was Ray Davis, Director.

Between Meeting Board Actions

There were no between meeting board actions.

Approval of Minutes

Gillian Hill presented the minutes of the Board meeting of July 30. Steve made a motion to approve the minutes, which was seconded by Debbie and approved by all.

President's Report

Debbie drew everyone's attention to the Leadership Resources page of the ARMA HQ website, and particularly to the Leadership Academy training course that is now available to members of the chapters' boards.

She said that Ray Davis still has not had his membership changed from his mother's name, despite several communications with HQ. Gill said that she would contact Trevor Mitchell, the Member Services Manager, to see what could be done.

Vice-President's Report

Steve had no report, but congratulated Cindy for her great job in setting up the programs for the coming ARMA year.

Treasurer's Report

Elaine announced that we are now down to one account. All our transactions will now be conducted through the Fifth Third Account. The checking account balance is \$1,541.30 and the balance of the scholarship account with Edward Jones is \$18,158.11.

The report was accepted as presented. Debbie will contact Gary Maxton to conduct the annual financial audit.

Program Committee

Cindy discussed the programs she had planned for the coming year. She suggested changing the November meeting to Tuesday, November 18, which is one week earlier than usual, mainly because the fourth Tuesday falls in the Thanksgiving holiday week. Everyone agreed. She asked board members to express their views regarding two possible web seminars for the November meeting—one on e-mail management and one on communicating with IT. Most people expressed an interest in hearing the e-mail management presentation. Cindy said that we might arrange the other one for another meeting at some point.

Cindy gave Debbie a form with the directions for submitting contributions for the AIEF silent auction at the international Conference in October.

Membership Committee

Tina announced that our current chapter membership stands at 27. We have two new members—Penny Wolff from Selaby, Shillito and Dyer, LPA, and Stephen French from the City of Moraine.

Roger said that he would have membership badges available at the next meeting on September 23.

Newsletter

Jay said that the next issue would be coming out on September 25. She encouraged people to contribute to the newsletter.

Website

Chris asked people to let him know what other information they would like to see on the website. Gill said that she would send him the minutes of the June 12 and July 30 board meetings.

New Business

Cindy said that we should all have a calendar indicating when certain recurring items are due, such as the next annual installment of our five year commitment to the AIEF, which will be in April of 2009, and financial reports to HQ, etc. Gill said that she had prepared a calendar about ten years ago and still has it on her computer. She offered to bring it to the next meeting, at which time we could add to it, or make amendments.

Review of Motions

The minutes of the July 30 board meeting were approved.

Next Meeting

The next meeting will be held on Thursday October 9, at the Montgomery County Records Center and Archives at 8:30 A.M.

Adjourn

There being no further business, the meeting was adjourned at 9:30 A.M.

Respectfully submitted,

Gillian Hill, Secretary