

**ARMA Greater Dayton Chapter  
Board Meeting Minutes  
Montgomery County Records Center and Archives  
May 12, 2009**

**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; Program Chair, Cindy Manz, and Directors, James Zimmerlin, Tina Ratcliff, Jay Brooks, and Ray Davis. Absent was: Vice-President, Steve Rottert.

**Between Meeting Board Actions**

There were no between meeting board actions.

**Approval of Minutes**

Gillian presented the minutes of the board meetings of March 12 and April 16 and the chapter notes of March 24. Tina made a motion to approve all three sets of minutes, which was seconded by Ray, and they were approved by all present.

**President's Report**

Debbie had nothing to report, except that she had been unable to open the May edition of Chapter Connections.

**Vice President / Programs**

In Steve's absence, Cindy Manz, Program Chair, gave an update on the April 29 Digitizing Projects 101 Workshop, held at Madison Lakes in Dayton. She said that the seminar had been a great success. There had been 37 paid attendees from many varied institutions and the chapter made a profit of over \$1,000.00. We were extremely grateful that some of the expenses had been sponsored by our vendor members. Central Business Group (Roger Lucas) sponsored the breakfast, and Business Data Solutions (Steve Rottert) and Confidential Materials Destruction (Ray Davis) sponsored the breaks. The speaker, Angela Davis, Digital Projects Manager at the Ohio Historical Society, was excellent, as was the lunch by our regular caterer, Creatif Catering. Everyone enjoyed a day of learning, networking, good food and fun.

Cindy reminded everyone that the May meeting would be held on the 26<sup>th</sup> at 4:00 PM. There would be tour of the Aileron facility, including the Archives, followed by a meal at

Applebees. Election of officers for the 2009/2010 year would also be held. The June meeting would be back at the Miami Conservancy District for the official installation of the new officers, which would be conducted by Scott Weikel, the Great Lakes Region Coordinator.

### **Secretary's Report**

Gill reminded everyone that the Region Leadership Meeting would be held July 24-26 in Lansing, Michigan. She said that she hoped to discuss the details with the local arrangements contact, Jeff Baldwin of the Mid-Michigan chapter, this week, and to get out the invitations by the end of May.

She also mentioned that she had attended one day of the Records Management Society of Great Britain's annual conference while she was on vacation in England, and had met with Tom Killam, Member Services Director of ARMA International, who was hosting an ARMA International booth in the exhibit area.

### **Treasurer's Report**

Elaine presented the Treasurer's Report for April. The checking account balance is currently \$3,064.02. The scholarship investment account has improved a bit, with a current balance of \$14,180.99. The Treasurer's Report was accepted as presented, and filed.

Elaine also gave Gill the 2007/2008 annual financial audit report to file. Auditor, Gary Maxton, had expressed concern that we had lost some money in our scholarship account, and suggested that we review our financial position. He also suggested that we consider putting some of our checking account balance into an account that would generate some interest. It was agreed that we would have the Edward Jones representative come to talk to us sometime soon to discuss our current investment strategies.

### **Membership Committee**

Tina said that the current membership total is fluctuating around 25 to 27 members. The current state of the national economy is forcing many employers to reconsider supporting employees' memberships in their professional organizations, and we have not received renewals for several former chapter members. There followed some discussion on ways we might be able to help some members retain their membership in ARMA during these hard times.

### **Newsletter Committee**

Jay said that another edition of the newsletter would be sent out this month. She has received an article from Chris Wydman and a goodbye message from Julie Fairchild, who will soon be leaving Sinclair Community College.

## **Website Committee**

Jay said that the website has been updated, and it includes photographs from the April workshop.

## **Old Business/New Business**

- Roger asked Gill to contact ARMA HQ regarding a membership issue.
- Jay demonstrated the new Twitter account she and Chris Abernathy have opened for the chapter. It provides a quick way to advertise our chapter events etc., and to receive messages from other related sources. She said that we can access it by googling Twitter.com and then keying in the following:  
Username: gdamember  
Password: greaterdayton  
We can also access the account by texting it from our cell phones. She has included a contact in her own contact list called ARMA Twitter, which links to the number [s73u97@twittermail.com](tel:s73u97@twittermail.com)
- Roger and Cindy announced the slate of candidates for the May elections as it currently stands. A few more phone calls will be made before the list is completely finalized.

## **Review of Motions**

The minutes of the board meetings of March 12 and April 16, and the notes of the chapter meeting of March 24 were approved.

## **Next Meeting**

The next meeting of the board will be held on Thursday June 11, at the Montgomery County Records Center and Archives at 8:30 A.M.

## **Adjourn**

There being no further business, the meeting was adjourned at 10:25 A.M.

Respectfully submitted,

Gillian Hill, Secretary