

**ARMA Greater Dayton Chapter
Board Meeting Minutes
Montgomery County Records Center and Archives
February 19, 2010**

Call to Order

Chair, Debbie Andrews, called the meeting to order at 9:00 A.M.

Board members present were: Chair, Debbie Andrews; President, Cindy Manz; Vice-President, Tina Ratcliff; Secretary, Gillian Hill; Treasurer, Elaine Wintrow, and Directors, Jay Brooks, James Zimmerlin, and Ray Davis. Absent was Director, Steve Rottert and Membership Chair, Steve French.

Between Meeting Board Actions`

There were no between meeting board actions.

Approval of Minutes

Gillian thanked Jay for taking the minutes of the January 14 board meeting. She presented Jay's minutes for approval. Cindy mentioned that, under the President's Report, it should be stated that Steve French had offered to cover the morning expenses of the April 27 meeting for the Dayton chapter. Gill made a motion to approve the minutes with this correction, which was seconded by Elaine and approved by all. Gill then presented the chapter meeting notes of January 26 for approval. James made a motion to approve these, which was seconded by Tina and approved by all. Tina noted that her name had been spelled wrongly in the 5th paragraph, but Gill assured her that the online copy of the minutes had already been corrected and the wrong printout had been brought to the meeting. The correct copy would be sent to the website!

President's Report

- i) **Fall MAC Symposium:** Cindy said that she had been approached by Shari Christy, an archivist at Wright Patt AFB, regarding the fall MAC (Midwest Archives Conference) symposium, which is scheduled to be held in Dayton October 21-23. Shari said that they would be expecting about 75-100 attendees, and wondered whether our ARMA chapter would be interested in sponsoring a breakfast or break. There followed some discussion about what the chapter could afford. Gill made a motion seconded by James that the chapter would make a contribution towards the expenses in the sum of \$100.00, provided we could advertise ARMA in some way at the symposium. All approved and Cindy said that she would get back to Shari with this proposal.

- ii) **Regional Website:** Cindy said that she had received an inquiry from Kathleen Gammon, the ARMA Great Lakes Region website administrator, for the name of a chapter member who would like to serve as the chapter liaison to the regional website. Cindy will bring this up to the membership at the next chapter meeting.

Vice-President/Programs

Tina said that she will confirm Komal Gulich's attendance at the March meeting. The April meeting is to be the OERC workshop. The May meeting was to be the CRM ARMathon, but she does not yet have the questions. Scott Weikel, the Region Coordinator, would be attending the June meeting to install the new officers.

Secretary's Report

Gill had no report.

Treasurer's Report

Elaine presented the Treasurer's report for November. The checking account balance is \$2,447.61 and the Waymon Underwood Scholarship Account is \$17,724.36. The scholarship was down a little this month from last month, but things were OK. The report was accepted and will be filed.

Membership Committee

Chair, Steve French, was absent. Debbie said that she had met with two Iron Mountain employees and she had told them about the Dayton chapter of ARMA. They had told her that they would be interested in joining. She had referred them to Steve.

Newsletter/ Website Committee

Chair, Jay Brooks, had nothing to report. She said that the board had decided to concentrate on the website and to make sure that it was kept updated. Any articles or news reports could be placed on the website.

There followed some discussion about the chapter's archives. Gill said that in the early years the published minutes in the chapter's newsletters served as the official record. Now, they are published on the website. She would go through the papers to make sure that an official hard copy of each set of minutes is kept in the chapter's archives. It was also suggested that we scan all the old newsletters and keep an online copy of them all on the website for ease of access. We still need to refer to old minutes occasionally for policies and decisions of the board. Gill also said that she would update the chapter's records retention schedule, which was originally prepared in 1999.

Old Business/New Business

- i) **2011 Great Lakes Region Leadership Meeting:** Cindy told the board that she, James, Roger Lucas, and Gillian had attended a meeting of the Miami Valley Archives Roundtable the previous day. The meeting was held at Fort Piqua Plaza in downtown Piqua. Everyone had been very impressed with the renovation of the old hotel to a library and historical society, with a ballroom that could be hired for conferences and weddings, etc. It had all the facilities needed for the ARMA Region Leadership Conference that the chapter would be hosting next year. She said that the Leadership Committee was to meet immediately following this board meeting and they would give serious consideration to this venue. She would contact Jim Oda, the historical society administrator, and tentatively book the dates of the last weekend in July of 2011. James said that he would make inquiries regarding hotel facilities nearby.

Review of Motions

- i) The minutes of the board meeting of January 14 were approved.
- ii) The notes of the chapter meetings of January 26 were approved.
- iii) A motion was approved to send \$100.00 to MAC as a contribution towards refreshment expenses for their Fall Symposium, which is to be held in Dayton in October.

Next Meeting

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

Adjourn

There being no further business, the meeting was adjourned at 9:55 AM.

Respectfully submitted,

Gillian Hill, Secretary