

**Arma Greater Dayton Chapter
Board Meeting Minutes
Montgomery County Records Center and Archives
January 14, 2010**

Call to Order

Chair, Debbie Andrews, called the meeting to order at 8:41 A.M.

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

Between Meeting Board Actions

There were no between meeting board actions.

Approval of Minutes

Cindy presented the minutes of the December 10th board meeting and made a motion to approve them. Tina seconded the motion.

President's Report

Cindy made arrangements with the Cincinnati chapter regarding the morning/afternoon snacks at the OERC Workshop. Cindy said that it was decided that Cincinnati will sponsor the afternoon snacks (a GDA Chapter member will sponsor the morning), however she will make all the purchases and bill the Cincinnati chapter for their portion at a later date.

Vice President's Report

Tina asked Cindy the best way to pay for the web meeting. It was decided that Tina will get the GDA debit card from Elaine and use it to set up and pay for the meeting. Tina informed that after payment, we have one year to use the web service. Steve has a new meeting topic, which will be updated on the website. Scott Weikel also confirmed that he will attend the June meeting. Tina will also have the January meeting notice done by Monday.

Secretary's Report

Gillian was absent.

Treasurer's Report

Elaine was absent. Cindy distributed the treasurer's report. She said that the chapter made money on the scholarship account. Cindy reported that there were service fees taken by the bank, and that Elaine would be calling the bank to find out what the charges were for. Cindy also said that there were two questionable invoices reported.

Membership Committee

The chapter has a new member and Steve will send them a welcome packet. Steve requested that the chapter help to provide filler for the brochure, as he would like to finish it soon. Cindy suggested that he might add information about the new split payment option offered by International.

Newsletter Committee

Jay would like to publish a newsletter in February. She asked for a rotation of volunteers to provide information for both newsletter and website content.

Website Committee

Cindy informed that the minutes have not been updated. She said that she would forward them to Jay. It was suggested that the website have a rotating pictures section to attract viewers. James suggested that tags in the html code be added to link people to the site when they google "ARMA." Steve made suggestions on how to make the website better. Jay suggested that the newsletter be put on hold so that she could concentrate on the website. It was decided that the board would ask the chapter how they felt about that at the next chapter meeting.

Old Business/New Business

Debbie reported that Tom Killam had distributed a spreadsheet for chapters to send to International providing potential member prospects. Debbie suggested that we each come up with five names to add to the spreadsheet. The chapter that comes up with the most prospects receives a reward. Debbie will email the spreadsheet to International.

Steve informed the board that he will take the final test to receive his CRM in a few weeks. Good luck Steve!

Review of Motions

The minutes of the board meeting for December 10, 2009 was approved.

Next Meeting

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

Adjourn

There being no further business, the meeting was adjourned at 9:14 A.M.

Respectfully submitted,

Jahzerah Brooks, Director