

**ARMA Greater Dayton Chapter  
Board Meeting Minutes  
Montgomery County Records Center and Archives  
December 13, 2007**

**Call to Order**

Chair, Cindy Manz, called the meeting to order at 8:40 a.m.

**Roll Call**

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

**Between Meeting Board Actions**

There were no between meeting board actions.

**Approval of Minutes**

Gillian Hill, Secretary, presented the minutes of the Board meeting of November 8. Debbie Andrews made a motion to approve the minutes, which was seconded by Jay Brooks and approved by all. Gillian then presented the notes of the 30<sup>th</sup> anniversary chapter meeting, held on November 29. She asked if there were any more names to add to the attendees list and proposed changing the format of the list slightly. After a brief discussion, Steve Rottert made a motion to approve the notes, with the agreed amendments, which was seconded by Cindy Manz and approved by all.

**Officers' Reports**

**President**

Roger Lucas, President, made a motion to send Steve Haller a \$50.00 gas gift card to put towards his travel expenses for attending the 30<sup>th</sup> anniversary meeting as our speaker. Cindy seconded the motion, which passed unanimously. Debbie will purchase and send the gas card.

Roger thanked everyone concerned, especially Debbie and her crew, for the great work in making the 30<sup>th</sup> anniversary celebration such a success. All agreed that it had been a fun filled evening.

## **Vice-President/ Programs**

Debbie said that she needed some help with suggestions for programs for the rest of the year. Some discussion followed. It was suggested that Debbie appoint a committee to assist her with planning the programs. The consensus was that January's meeting should be a Vendors' Night, at which each of our vendor members would take around 10 minutes or so to describe their businesses and how they can provide records management services for the rest of us. It has been some years since we have had a Vendors' Night. There will also be some discussion about methods to increase membership of the chapter.

## **Secretary**

There was no Secretary's report.

## **Treasurer**

Cindy presented Treasurer, Elaine Wintrow's, report in her absence. The checking account balance for November was \$2,960.44. The Treasurer's report was accepted and filed. Cindy said that the \$500.00 Speaker's Grant check had been received from HQ. She also said that Elaine had been having some problems with DayAir. The bank is no longer willing to receive checks deposited through Wright-Patt Credit Union, which is much more conveniently located for Elaine. The Board felt that Elaine should be able to transfer our account to a bank and branch that would be more convenient for her. Roger pointed out that if she does transfer the account, there will be some new paperwork requirements—she will need our Articles of Incorporation, for example, and new signature cards will need to be completed. Cindy will discuss the options with Elaine.

## **Directors' and Committee Chairs' Reports**

### **Membership Committee**

There was no report as Chair, Tina Ratcliff, was absent. Cindy said that it would be a good idea for new members to receive a packet of information about ARMA when they join. She suggested that we contact ARMA HQ, through their website, to have them supply us with some of their material.

### **Newsletter**

Jay said Sharon had received no contributions for the newsletter. There can be no newsletter if there is no material to publish.

### **Awards**

Jay said that she is still working on getting names for the scholarship presentations from Sinclair Community College and Wright State University.

## **Old Business/New Business**

### **Bylaws**

Gill said that she had received the last version of our chapter bylaws back from ARMA HQ with just a couple of short additions to be included. She had made the amendments and distributed the finalized bylaws to Board members for the Board's approval. Roger made a motion to approve them, which was seconded by Steve and approved by all. Gill will send a copy of this final version to ARMA HQ for their files.

### **Review of Motions**

- The minutes of the November 8 Board meeting were approved.
- The notes of the November 29 chapter meeting were approved (with corrections).
- The motion to send Steve Haller a gift card and thanks for his attendance at the 30<sup>th</sup> anniversary celebration was approved.
- The final version of the revised chapter bylaws was approved.

### **Next Meeting**

The next meeting will be held on January 10, 2008 at the Miami Conservancy District.

### **Adjourn**

There being no further business, the meeting was adjourned at 10:10 a.m.

Respectfully submitted,

Gillian Hill, Secretary.