

**ARMA Greater Dayton Chapter
Board Meeting Minutes
Montgomery County Records Center and Archives
February 14, 2008**

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; Ray Davis; Tina Ratcliff; and Jay Brooks, Directors. Absent was Elaine Wintrow, Treasurer.

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 January 10. Cindy made a motion to approve the minutes, which was seconded by Debbie and approved by all. Gill also presented the minutes of the Chapter meeting of January 22. Roger made a motion to approve these minutes, which was seconded by Cindy and approved by all.

Officers' Reports

President

Roger said that he had recently received a thank you note from the ARMA International Education Foundation (AIEF) for our chapter's donation to the Silent Auction held to raise funds for the AIEF at last October's ARMA International Conference in Baltimore.

Vice-President/ Programs

Debbie gave an update on the upcoming programs. The February meeting on the 26th will be held at the Miami Conservancy offices and is to be a talk by Lt. Setty from the Moraine Police Department on how they handle police records and the decisions they have made regarding imaging. The March meeting, on March 25, will feature a presentation by Arlyce Vogel (the subject of which has not yet been finalized). Debbie said that Arlyce will be arriving the previous evening and she would like some of the Board members to get together to take Arlyce to dinner. The April meeting will be a tour of the Honda plant in Marysville. We will meet at 4:00 PM in Marysville on the 22nd. The elections will be held at the May meeting, and the installation of the new officers

will take place at the June meeting, which will be held at Jay Alexander's restaurant. We are hoping to have the ARMA Region coordinator, Scott Weikel, conduct the installation ceremony.

Secretary

Gill said that she had received some information from ARMA HQ about the new membership drive. It had been sent to chapter leaders, but Roger had not received it. Gill said that she will forward the information to the Board by email. She also said that she would be participating in the monthly conference call with ARMA Member Services staff later in the morning and would send the Board any relevant information she receives. She will check with Scott Weikel regarding the June meeting.

Treasurer

In Elaine's absence Cindy presented the Treasurer's report. The escrow for Sharon Lane's membership had arrived and the check for chapter assessments in the sum of \$84.00 had been sent to the ARMA Region Treasurer. The checking account balance was \$3,795.46. The scholarship investment account had lost some money because of the declining stock market, but the balance remains healthy. Cindy said that Elaine was still exploring various possibilities regarding changing the chapter's bank account.

Directors' and Committee Chairs' Reports

Membership Committee

Tina passed around a mock up of a packet of information to present to new members. There followed some discussion about increasing the chapter membership. Gill gave Tina the name of a person from the list of ARMA members not associated with a chapter, which she receives monthly from HQ.

Newsletter/Website

Jay was congratulated on her first newsletter. The layout and content looked great. Some suggestions were made to add some more information, such as listing our vendors, contact information for officers, and the website address (for those who might receive the newsletter other than from the website). Cindy suggested that there should be detailed information given about the upcoming chapter meetings, especially the next one, giving sufficient time for people to put it on their calendars and plan to attend. Gill offered to do the final proof reading. Jay hopes to put out a newsletter every month, as we used to. Steve suggested that we provide a link to each newsletter on the website.

Cindy encouraged people to check out the website and get back to her with any suggestions for additions or improvements.

Awards

The \$500.00 scholarship check for the Wright State student is to be mailed to Chris Wydman to present. The \$250.00 scholarship check for the Sinclair student will be presented to her at the next chapter meeting, if she will be able to attend.

Old Business/New Business

Chapter Presidents' Conference Call

Cindy said that she had participated in the conference call for chapter leaders initiated by Dernea Michaux-Davis of the Chicago chapter, held on February 5. She was one of three participants. They had an interesting chat about chapter activities. Further calls will take place periodically.

Review of Motions

- The minutes of the January 10 Board meeting were approved.
- The minutes of the January 22 Chapter meeting were approved.

Next Meeting

The next meeting will be held on March 13 at the Montgomery County Records Center and Archives at 8:30 a.m.

Adjourn

There being no further business, the meeting was adjourned at 9:20 a.m.

Respectfully submitted,

Gillian Hill, Secretary.