

**ARMA Greater Dayton Chapter
Board Meeting Minutes
Montgomery County Records Center and Archives
January 10, 2008**

Call to Order

Chair, Cindy Manz, called the meeting to order at 8:30 a.m.

Roll Call

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

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 December 13, 2007. Debbie Andrews made a motion to approve the minutes, which was seconded by Steve Rottert and approved by all.

Officers' Reports

Vice-President/ Programs

Debbie said that by that by this afternoon she would have the programs planned for the rest of the ARMA year. She was just waiting for a couple of confirmations. The January meeting will be Vendors' Night. She had sent the gift card and thank you note to Steve Haller for his attendance and talk at the 30th anniversary meeting in November.

Secretary

Gill said that she had sent the chapter's finalized bylaws to ARMA HQ.

Treasurer

Cindy said that Elaine had not yet received the bank statement or Edward Jones report for the month. She asked for a motion to approve the expenditure of \$84.00 for our chapter's assessment from the Great Lakes Region, based on the number of members at June 30, 2007. Tina made a motion to approve, seconded by Debbie and approved by all. The

Region uses the money for leadership conference expenses and the chapter member of the year toast, besides other miscellaneous expenses. Cindy said that she would forward the invoice to Elaine for payment.

In a phone conversation with Elaine, Elaine said that to change the bank account she would need copies of the chapter bylaws, our letters of incorporation, and the minutes of the meeting at which the election of current officers took place.

Directors' and Committee Chairs' Reports

Membership Committee

Tina said that she will go to the ARMA website to order free handouts for new member packets.

Newsletter

Jay was told by Cindy that Sharon was no longer able to continue with the newsletter owing to an increase in her work obligations. Jay said that she had already asked Tina to join her on the newsletter committee and she will now ask Chris Abernathy to take over the layout part of the job.

Awards

Jay said that she has been given a student's name for the WSU scholarship. The recipient will be Lisa Pasquinelli, from the Public History MA program at the university. She also works part time at the Greene County Local History Room at the Greene County Public Library. Jay had been unable to get any response from Sinclair Community College, despite many attempts to contact them. There is currently a Sinclair student working for the Montgomery County Records Center who is working with records and is enrolled in business classes. She receives no other loans or scholarships. The Board agreed with Jay that she would be a good recipient for the Sinclair scholarship for this year. Her name is Kelly Dean. Next year we will not offer a Sinclair student a scholarship, as the College has made no effort to find a person for us.

Website

Cindy distributed a checklist for evaluating websites that she picked up at the last ARMA International conference. She encouraged Board members to take a look at our website and get back to her with any suggestions for additions or improvements.

Old Business/New Business

HQ Report

Gill said that she had participated in the monthly conference call with ARMA HQ the previous day. She told the Board members about a new project that Jeff Randolph at HQ was in the process of developing. This involves chapters making video recordings of

some of their chapter meetings (probably those at which they have a speaker on records management issues). They would then send the recordings to HQ, which would digitize them and, after a lag time of about a month, they would be made available to ARMA members for free. This seemed as if it would be a great resource for ARMA members. More information will be forthcoming shortly.

Chapter Presidents' Conference Call

Cindy said that the Chicago Chapter President, Dernea Michaux-Davis, has set up a conference call for chapter leaders to discuss chapter meetings, etc. It will be held on February 5 at 10:00 a.m. CT. Cindy will participate.

Review of Motions

- The minutes of the December 13, 2007 Board meeting were approved.
- The motion to send \$84.00 to the Great Lakes Region for our annual chapter assessment was approved.

Next Meeting

The next meeting will be held on February 14 at the Montgomery County Records Center and Archives at 8:30 a.m.

Adjourn

There being no further business, the meeting was adjourned at 9:25 a.m.

Respectfully submitted,

Gillian Hill, Secretary.