

**ARMA Greater Dayton Chapter
Board Meeting Minutes
Montgomery County Records Center and Archives
March 13, 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; Roger Lucas, President; Debbie Andrews, Vice-President; Elaine Wintrow, Treasurer; Steve Rottert; Ray Davis; Tina Ratcliff; Jay Brooks, Directors. Absent was Gillian Hill, Secretary.

Between Meeting Board Actions

The Board distributed checks for \$750 to Wright State University student Lisa Pasquinelli and \$250 to Sinclair student Kelly Dean.

Approval of Minutes

Cindy Manz, Chair, presented the minutes of the Board meeting of February 14. Roger made a motion to approve the minutes, which was seconded by Debbie and approved by all.

Officers' Reports

President

Roger said that he hasn't received correspondence from ARMA International in some time. He will contact International about it.

Vice President/Programs

Debbie asked that any interested Board members accompany her and Arlyce Vogel to lunch on the day of Arlyce's arrival. The lunch will take place at the restaurant at the top of Crown Plaza hotel, where Ms. Vogel will be staying. Cindy agreed to attend. Arlyce has also sent the slide shows with instructions on how to use them in her presentation. Cindy also asked Debbie to send out another notice about the March 25th meeting. Debbie suggested finding an alternative to the reimbursement system currently used when purchasing gifts for guest speakers. Roger offered the option of getting a debit card with the new account Elaine has set up with Fifth Third. Also, Roger asked that Elaine's name be on the card. Steve asked that if that if the Chapter does get a debit card, an insurance policy that will protect against theft be placed with the account. Debbie also

said that Dan Jones, with Honda, will give further information on the April tour in the next few weeks.

Secretary

Gillian was not present. Cindy reminded the Board that Scott Weikel, from the Cincinnati Chapter, our Region Coordinator, will install the new officers in June.

Treasurer

Elaine presented the Treasurer's report, and said that she has not yet cancelled the Day Air account, although she has set up the account with Fifth Third Bank. The first 50 checks with that account will be free – any after that will have to be purchased. She explained that the account is a small business checking account with approximately 153 transactions permitted per month. There is no minimum balance required. Elaine asked if the account should have another name on it, and if so that other signer would have to be one who plans to remain in the organization long term. Both Roger and Cindy suggested that Debbie be the second signer on the account. Elaine will bring signature cards to the next meeting so that the final decision can be made. Roger moved to approve the Treasurer's report. Steve seconded and all approved. Elaine added that the Edward Jones account lost approximately \$1,000. Roger suggested that we pull Edward Jones money if our regular checking account falls to \$1,500.

Directors' and Committee Chairs' Reports Membership Committee

Tina has recruited a new member: James Zimmerlin. He is Pam's assistant from Warren County. She has a recruitment letter prepared to send to Stephanie Flynn with Metlife. Cindy asked for suggestions for attracting new members. Debbie offered to give Tina her notes from the Leadership Conference on recruitment. Roger suggested TERA Data as an option (an offshoot of NCR). He also suggested taking another look at attendees of the 30th Anniversary meeting, such as the attendee from Jefferson Township. Roger also suggested Pete Cramer, of the City of Xenia's Clerk of Courts. Other companies suggested included Iron Mountain, Fire Proof, and CINTAS. Steve told Tina to call cities, identify their Records Manager's (or whoever happens to be in charge of records) and suggest membership to them.

Newsletter/Website

Cindy reminded Jay that the deadline for the Newsletter of the Year Award is May 1st. Cindy asked Jay to get on the ARMA International website and see what the requirements are. Cindy also asked that the Greater Dayton Chapter's website be updated with meeting information, and that we get prepared for the website competition. Cindy also informed that the ARMA International website has an events calendar that local chapters can use to post their events.

Scholarship

Roger asked that we set up a calendar so that we can establish what the Chapter pays out each year, and when it should be paid. Elaine suggested that the Chapter offer a scholarship to Miami University. She asked that Jay call Karen Shaffer at Miami University. Cindy suggested that we make contacts with Clark and Edison State to offer them scholarships as well. Cindy also suggested that we set aside \$1,250 for scholarships every year – Wright State would always receive \$750 and any other schools would have to split \$500. Elaine said to find out what Records Management Programs are offered at the various schools. She also said that we should clarify that checks are written to the student, not the school.

Old Business/New Business

New Business

Roger recommended that next year the Chapter offer a House Bill 9 Seminar for small/local government employees. Cindy suggested Pari Swift as the speaker. Roger said that we should find out if ARMA International could organize a Zoomerang survey of questions provided by local governments that would create the outline of topics for the program. Cindy also suggested other seminar topics including Hiring a Records Manager. Human Resources directors would be invited to that meeting. Roger suggested the topic of LEEDS buildings or LEEDS certification. Cindy said that next year the Chapter should tour a LEEDS building as a program. Cindy reminded the Board that April is Records and Information Management month. She said that ARMA International offers posters for RIM Month.

Debbie asked for suggestions on what gift to get Arlyce. She suggested binders or Cross pen/pencil sets. This led to a discussion on speakers' gifts generally. Cindy suggested personalized ceramic mugs. Elaine suggested engraved calculators. Roger said that he would check on the costs of engraving. Roger also suggested that \$250 - \$500 be set aside in the budget for speaker gifts. As for the speaker's gift for Arlyce, Roger suggested that we purchase a basket containing items made in Dayton. Another organization Roger is associated with had done this and it was very well accepted. The business they had purchased the basket from would also UPS it to Arlyce, if she is unable to take it on the plane with her. Debbie said that she has already spent \$423 for Arlyce's trip out of the \$500 speaker grant. Cindy moved to approve an additional \$50 for a speaker gift. Steve seconded and all approved.

Review of Motions

- The minutes of the February 14th meeting were approved.
- An additional \$50 was approved for a speaker gift for Arlyce Vogel.
- The Treasurer's report was approved.

Next Meeting

The next meeting will be held on April 10th at the Montgomery County Records Center and Archives at 8:30 a.m.

Adjourn

As there was no further business, the meeting was adjourned at 9:46 a.m.

Respectfully submitted,

Jahzerah Brooks, Director