

**ARMA Greater Dayton Chapter
Board Meeting Minutes
November 8, 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; Elaine Wintrow, Treasurer and Steve Rottert, Debbie Andrews, Tina Ratcliff, Jay Brooks, and Ray Davis, Directors.

Ray was welcomed to his first Board meeting.

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 October 18, and the Chapter meetings of September 25 and October 23. After some minor typographical corrections were pointed out, Cindy made a motion to approve them (after corrections were made), and Roger seconded the motion. It was approved unanimously. Gillian thanked Jay for taking the minutes of the September chapter meeting in her absence.

Officers' Reports

President

Roger Lucas, President, had nothing to report.

Vice-President/ Programs

Regarding the 30th anniversary celebration event on November 29, Debbie announced that she had five names left on her list of old members for whom she has not yet got an address—Connie O'Neill, Maggie Pack, Donna Sword, Ray Elash, and Lori Frances. She said that she has received reservations from Sue Stein and Dale Ritter. Everything has been confirmed for November 29, except the caterer, and she hoped to have that confirmation today. The Court House is to cost \$250.00. Chris Abernathy has finalized the poster.

Secretary

Gill reported that Pam Schwartz has submitted the final version of our chapter bylaws to Trevor Mitchell at ARMA HQ. We will now have to wait to see if ARMA HQ approves them before our Board can approve them.

Gill had heard from Tom Killam, ARMA Member Services, that our Speaker Grant application, for the sum of \$500.00 has been approved, and we should receive a check in a couple of weeks.

Gill also announced that she had brought with her a certificate that she had recently received from ARMA HQ commemorating our 30th anniversary. She passed the document to Cindy. We will display it at our 30th anniversary celebration .

Treasurer

Treasurer, Elaine Wintrow, presented her report for September. The checking account balance was \$3,541.94. The Treasurer's report was accepted and filed. Elaine also passed around copies of the draft budget for the year 2007/08, which was discussed.

Directors' and Committee Chairs' Reports

Membership Committee

New Chair, Tina Ratcliff had nothing to report. Roger suggested that she send notes to members whose membership has recently expired, such as Pam Schwartz and Sharon Allen, reminding them to renew.

Newsletter

Jay said that she has been working with Sharon Lane. She would like another edition to be sent out November 21 or 22. It was suggested that we might make the newsletter smaller by sending minutes to Chris Abernathy for the chapter website, and just having links to them in the newsletter. All agreed that this would be a good idea.

Jay asked Gill to bring samples of some old newsletters from the chapter Archives to the next Board meeting for her to see. Gill agreed and said that she would also e-mail Jay copies of newsletters from other chapters that she receives in her position as Great Lakes Region Manager.

Website

Debbie said that Chris had updated the website recently. The flyer announcing the November 29 meeting is up. (Debbie also announced that Chris is getting married on Saturday.)

Old Business/New Business

Handbook

Jay and Tina are working on a handbook. Jay asked Gill to update the one page history of the chapter she had written in 2002, so it can be included.

Anniversary Meeting

Cindy said that it would be a good idea to have a table set up with ARMA membership brochures on it. A display of old photographs and newsletters was discussed. Gill said that she would scan some of this material from the chapter Archives and send it to Debbie by e-mail.

Cindy also said that the caterer would need to know how many people to cater for. We will have to have a RSVP deadline date.

On the day, Roger, as Chapter President, will give an overview of the chapter. Gill, as Region Manager, will give an overview of the Great Lakes Region.

Upcoming Chapter Meetings

Debbie said that we will plan a tour of the Honda plant in Marysville for a future meeting, and we will schedule a special speaker with our Speaker Grant money for another. She would be happy for any suggestions from the Board for topics for other upcoming meetings.

Review of Motions

The minutes of the October 18 Board meeting and the September 25 and October 23 chapter meetings were approved.

Next Meeting

The next meeting will be held on December 13 at 8:30 in the morning.

Adjourn

There being no further business, the meeting was adjourned at 10:00 a.m.

Respectfully submitted,

Gillian Hill, Secretary.