

**ARMA Greater Dayton Chapter  
Board Meeting Minutes  
September 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; George Kidd, Vice-President; Gillian Hill, Secretary, and Steve Rottert, Debbie Andrews, Tina Ratcliff and Jay Brooks, Directors. Absent were: Roger Lucas, President, and Elaine Wintrow, Treasurer.

**Between Meeting Board Actions**

There were no between meeting board action.

**Approval of Minutes**

Gillian Hill, Secretary, presented the minutes of the Board meeting of June 14 and the Chapter meeting of June 26, prepared by the previous secretary, Julie Ramsey. Steve made a motion to accept both sets of minutes. The motion was seconded by Cindy and was passed unanimously.

Gillian then presented the minutes of the Board meeting of July 24, when outgoing and incoming board members met to discuss chapter issues and transfer papers. No official business was conducted at that meeting. After some assistance with compiling the names of all present at that meeting, Gillian inserted the names into the minutes and Steve made a motion to accept them. It was seconded by George and passed unanimously.

**Officers' Reports**

**President**

In Roger's absence, Cindy presented the draft document he had prepared to send to local businesses inviting them to place advertisements on the chapter's new website. Roger had asked the Board to review the document and some changes in wording were discussed. Gill said that she would make the amendments, return the document to Roger for his comments, and then the Board would look at the revised document again before it is sent out.

**Vice President/Programs**

George said that Roger had suggested that the first meeting of the new ARMA year –the September meeting – be a meet and greet. The announcements have gone out. He said

that he would like to try some new things this year, and he planned to have a speaker at the following month's meeting. He is also going to prepare a new standing list for this year for those members who prefer to RSVP only when they WON'T attend a chapter meeting.

### **Secretary**

Gill reminded everyone that 2007 is the 30<sup>th</sup> anniversary for our chapter. The first meeting was held in May of 1977. She thought that we should celebrate in some way. After some discussion, it was suggested that we invite Steve Haller, one of our founding members, to come back to talk to us. Steve is now the Senior Director of the Indiana Historical Society. Debbie will contact Steve to see if he might be available for our October meeting. She will also see if we might be able to use the Old Court House in Dayton for the meeting. An afternoon meeting with a starting time of 3:00 p.m. was suggested, with cocktail party appetizers to be served. Retired members will be invited and guests would be encouraged to attend.

### **Treasurer**

In Elaine's absence, Cindy presented the Treasurer's report for August. The checking account balance was \$3,350.95. Cindy reported that Elaine had talked to our representative at Edward Jones and the changes in investments we had discussed had been made. The Treasurer's report was accepted and filed.

Debbie said that she would ask Elaine to invoice Montgomery County for \$220.00 so that she could reimburse the chapter for expenses for the August Region Leadership Conference.

### **Committees**

Committee Chairs for 2007/08 were discussed. Debbie will continue as Membership Chair and Jay offered to take over as Education Chair. She will contact Sinclair regarding a scholarship recipient there, and also contact Chris Wydman at Wright State University regarding their choice for a scholarship recipient. Cindy made a motion that we award a scholarship of \$750.00 to a Wright State Public History student, and \$500.00 to a Sinclair student who has studied records management. Gill seconded the motion and it passed unanimously.

### **Old Business/New Business**

#### **Budget**

Cindy will contact Elaine to come up with a proposed budget for the chapter for the current year.

## **HQ Report**

Gill commented on some of the information from ARMA HQ. She reminded people of the Chapter Member of the Year champagne toast to be held at the Baltimore Convention Center, Room 330, from 5:00 – 6:30 PM on Monday, October 8, prior to the Awards ceremony. Several Dayton Chapter members should be able to attend. Gill also gave some information regarding the Saturday chapter leadership meetings. Debbie, Cindy, Elaine and Gill should be able to attend those meetings.

Gill mentioned that the ARMA International Education Foundation (AIEF) had requested that chapters and/or individuals consider donating something for the second annual silent auction they were planning for the International Conference in Baltimore. Steve made a motion, seconded by Cindy that the chapter authorize Jay to purchase a book, with a value up to \$100.00, for our Chapter's contribution. The motion was carried.

## **Chapter Handbook**

Jay asked about whether the Chapter had a procedures book in addition to the bylaws. Gill said that she had prepared a calendar with dates to remember some years ago, but we had no book, as such. Pam Schwartz had wanted to prepare one when she was President, and had said back in the Spring that she was still willing to work on this project if the Board wanted her to. Tina and Jay offered to work on putting something together too. Priscilla Jarona, from Madison chapter, had presented a session at Leadership on how to develop a chapter handbook, and was happy to share her ideas. She expected to put the Madison handbook online eventually. Jay will contact her for information.

## **Charity Support**

Cindy asked the board members to consider some kind of work we, as a chapter, could do to help the community during Records Management month next April. Several ideas were discussed.

## **Website**

Cindy said that she had sent Chris Abernathy some updates for the chapter website last week. She wanted to make sure that the website work wasn't going to be too onerous for Chris. If it was, Cindy still has a contact willing to do the work for a small fee.

## **Newsletter**

Jay offered to help Sharon Lane, the newsletter editor, with content for the newsletter, although she would not be able to work with the layout.

## **Bylaws Committee**

Gillian said that she had met with Pam Schwartz last Friday and they had made the few amendments to our draft bylaws that HQ had requested. Pam was to check that the format was consistent and send the bylaws to her. It is hoped that they will sent on to HQ and finalized very soon.

## **NARA E-Forum**

Gill said that when she attended the NARA/ARMA Indianapolis sponsored electronic records forum in Indianapolis in August, Galen Wilson, of NARA, Dayton, asked her if the Dayton chapter might be interested in hosting the 2009 Forum in Dayton. She had told him that she thought the members might be interested. Board Members confirmed that they would be interested, and that we should get more information about what planning the event would involve.

## **Review of Motions**

The minutes of the June 14 Board meeting and the June 26 Chapter meeting were both approved. Also, the minutes of the July 24 Board meeting were approved.

The motion to award a scholarship of \$750 to a WSU student and a scholarship of \$500 to a Sinclair student was approved.

The motion to donate a gift costing up to \$100 to the AIEF Silent Auction in Baltimore was approved.

## **Adjourn**

There being no further business, the meeting was adjourned at 10:30 a.m.

## **Next Meeting**

The next meeting will be held at the Miami Conservancy District at 3 o' clock in the afternoon of October 11, rather than in the morning, to accommodate those members of the Board returning home late on Wednesday evening from the ARMA Conference in Baltimore.

Respectfully submitted,

Gillian Hill