

Wyoming Chapter of ARMA
December 27, 2016
WYDOT, 5300 Bishop Blvd., Cheyenne, WY
Board Meeting Minutes

Note: These minutes are abridged.

Carolynn Coy, Board President, called the meeting to order at 11:49 a.m.

Board Members in attendance:

Carolynn Coy, Pat Newbern, April Peregoy(via conference call), Barbara Thomasee, and Janie Wait (via conference call).

Guest Members in attendance: N/A

Minutes of previous meetings:

Pat Newbern moved to accept the November Board Minutes. Seconded by Janie Wait. Motion was unanimously approved. December General Meeting Minutes will be approved at the January Board Meeting

Treasurer's Report:

Barb Thomasee presented the reports for Dec and November

Committee Reports:

Membership:

Janie Wait said she had no updates for membership

Education Report:

No updates with Education. Will be discussed down in Old Business Section

Programs:

January Meeting - We will be meeting at the Wyoming Highway Patrol classroom for a presentation from HP and to discuss what ARMA can do for them.

Spring Seminar 2017:

i. Speaker update

Have a signed contract with Andrew Ysai and waiting on bio to use in brochure. Sent and waiting on contract from John Montana. We also need bio and topics from him.

ii. Location

LCCC has been booked by Pat Newbern. Still need to discuss how we would do a live presentation from sponsor presentations if needed.

iii. Seminar Fees

Janie Wait moved to keep the current costs for the seminar the same as last year. \$40-ARMA, \$60-Non-ARMA, \$25-Student. Seconded by Barb Thomassee. Motion was unanimously approved.

Pat Newbern moved to waive the fee for anyone helping with the seminar or on the board. Seconded by April Peregoy. Motion was unanimously approved.

iv. Title of the Seminar

Pat Newbern moved to approve the theme and title of "Surviving in Lean Times: Collaboration, Communication & Cooperation". Seconded by Barb Thomassee. Motion was unanimously approved.

v. Brochure

April Peregoy volunteered to to create and update the brochure. It will be drafted by January 25 and finalized by January 27.

vi. Sponsorship

Janie Wait said she would start working on a template for sponsors and keep us updated on her progress. She will have it finalized by January 20.

vii. SHRAB and Speaker grant

Janie Wait will work on and discuss the SHRAB grant with the [redacted] committee she is involved in. Pat Newbern will work on the speaker grant.

viii. Food

Board decided to go with Mexican food/taco bar. no pastries

viiii. Seminar expenses

Pat Newbern motioned to approve the necessary seminar expenses for the seminar as needed. Seconded by [redacted]. Motion was unanimously approved.

Newsletter:

April Peregoy requested any text or information for the newsletter be to her by January 3.

Webmaster:

Carolynn Coy said she had no updates

Old Business:

1. Board members are to review the new "Professional Development Fund" by the January board meeting.
2. The board approved the following donations for the chosen holiday charities:

- a. \$50.00 to April's suggested United Way program of Lincoln County Self Reliance based on our previous chapter yearly donations. This is our outlying charity.
- b. Donate \$100.00 for shoe purchases for the Cheyenne Shoes for the Homeless program.
 - i. An email vote was done on December 12, 2016. Donna Crock, chapter member, has volunteered to purchase up to \$100 of shoes for the charity. She will be reimbursed after providing a receipt

New Business:

Next board meeting will be at WYDOT, 5300 Bishop Blvd., Cheyenne, WY on January 24, 2017.

The Board meeting was adjourned at 1:01 p.m.

Respectfully submitted,
Carolynn Coy-Webmaster/President