

Wyoming Chapter of ARMA
Board Meeting
Tuesday, April 26, 2011, 11:30 a.m.
2618 Van Lennen Avenue
Cheyenne, WY 82001

Please Note: These minutes are abridged.

Board Members present: Mary Burby, Donna Crock, Wendy Kinkaid, Lisa Lane, Debbie Leonard, Pat Newbern, Barb Thomasee and Deanne Widauf.

The meeting was called to order by President, Pat Newbern at 11:30 a.m.

Deanne made a motion to approve the minutes of the April General Meeting, the March Board Meeting and the April Special Board Meeting minutes. Barb seconded. Motion was approved and passed.

Deanne gave the Treasurer's Report. The beginning checking account balance as of 3/22/2011 was \$4550.19 with expenses of \$633.57 and revenue of \$1650.00 for an ending balance of \$5566.62. Term share account #4396 had a beginning balance of \$5260.12 with expenses of \$5.62 and revenue of \$5.62. This reflects dividends of \$5.62 being transferred to the share savings account for an ending balance of \$5260.12. Term share account #10412 had a beginning balance of \$4000.00 with expenses of \$11.74 and revenue of \$11.74, this reflects dividends of \$11.74 being transferred to the share savings account. The Share savings account had a beginning balance of \$6751.32 with expenses of \$0.00 and revenue of \$21.51, this reflects the dividends from the two term share accounts and dividends from the share savings account of \$4.15 for an ending balance of \$6772.83 for a total for all accounts of \$21599.57.

The Education Report was given by Debbie. Debbie reported that the chapter had received nine applications with only six complete applications. Barb, Tim and Debbie would be on the Scholarship Committee to determine the recipients of the scholarships. Donna made a motion to approve \$500.00 each for two scholarships out of the six complete applications. Mary seconded. Motion passed.

The Membership Report was given by Barb as Tim was unable to attend the meeting. The chapter is holding steady with 30 members with two members up for renewal.

Wendy Kinkade gave the Programs Report, reporting that Jeanine West was set to speak at Uncle Charlie's on May 10th at 11:30 p.m. Jeanine will be speaking on Emergency Preparedness. Some new ideas for future meetings were: Betsy Putnam on CASA, tours of the new Game & Fish building and the new DCI building.

Mary reported that the chapter newsletter had been put in for the Newsletter of the Year Award. Mary thanked Donna for submitting the letter for the award and Mary has decided the three months of the newsletter to submit. We would like to thank Paula Sutton from the Northern Colorado ARMA chapter for recognizing Mary's work and suggesting the chapter apply for the award.

Donna reported that the website has been updated.

Donna has been looking at venues for our end of year awards dinner. Some suggestions were: Little America, Little Bear and Poor Richards. Most of dinners would run \$21.95 and up per person. She was looking at a Thursday in June most likely the 2nd or 9th. Mary made a motion for the chapter to pay \$15.00 towards each chapter member's meal. Barb seconded. Motion passed. Lisa made a motion to give permission to order/buy the plaques, year pins and add-on strips for awards. Debbie seconded. Motion passed.

Old Business:

Thank you to Kristy for putting seminar evaluations together. All in all most of the responses were positive. Most everyone agreed that the food was good. Some must not have read the brochure as they thought they were going to get completely different information.

The Midwest/Rocky Mountain Regional Leadership Conference is being held in Helena, Montana on July 18-19. Barb will check to see if she can attend. If Barb is unable to attend Pat and Lisa will check to see if one of them can attend. Debbie would like be considered if no one else could attend. Donna made a motion to pay for one chapter member to attend the Regional Leadership Conference, paying for registration, hotel and travel expenses. Deanne seconded. Motion passed.

There were two applications received for the Tony Award. The applications were received from Kathy Levassuer and Lisa Lane. Wendy made a motion to award two membership scholarships paying for the ARMA International Dues and the Wyoming Chapter of ARMA dues. Debbie seconded. Motion passed with Lisa abstaining/declaring a conflict.

Deanne has completed and delivered to the Secretary of State's Office the chapter's annual report.

A discussion was held in regard to suggesting all members of the chapter and all chapter board members read the chapter handbook and the chapter by-laws at the beginning of the year. There are links on the ARMA International website for information. Membership links require the member's password, and anyone that needs assistance to view these sites can contact ARMA Headquarters..

New Business:

Donna is working on the slate of Board of Directors. Please let Donna know if you are interested in serving on the 2011-12 board by May 13, 2011. More information will be forthcoming.

Rich Wilson, Records Management Supervisor with the Department of State Parks and Cultural Resources will be retiring from the state as of May 31, 2011. Rich had made significant contributions to the chapter and it was agreed to give Rich a 'retirement gift'. Barb made a motion so spend up to \$250.00 for a retirement gift for Rich. Donna seconded. Motion passed.

Deanne made a motion to adjourn the meeting. Lisa seconded. Motion passed. Meeting was adjourned at 1:18 p.m.

Respectfully submitted by: Lisa Lane, secretary.