

WYOMING CHAPTER
Association of Records Managers & Administrators
Board Meeting Minutes
2618 Van Lennen Ave.
August 24, 2010

Note: These minutes are abridged.

Members Present: Donna Crock, Lisa Lane, Pat Newbern, Kathy Levasseur, Barbara Thomasee, Deanne Widauf.

Meeting was called to order: By President Pat Newbern at 11:40 a.m.
A quorum was present. Board Members enjoyed "sandwich and fixin's" lunch compliments of Dolores Crock and Donna Crock. Everything was delicious!! Thank you Donna for your time, effort, and patio! Thank you Donna and Dolores very much for all the delicious food!!

Minutes: Donna Crock motioned to approve Minutes from May 25, 2010 Board Meeting and June 3, 2010 General Meeting. Seconded by Barbara Thomasee. Motion Passed unanimously.

Treasurer's Report: Deanne Widauf handed out copies of the Treasurer's Report and a copy of our completed 990 for review. Deanne will E-mail the most recent treasurer's report.

Education: No report. Debbie Leonard was unable to attend.

Membership: The Membership report was given by Barb Thomasee for Tim Tyler, who was unable to attend. We are currently at 30 active members; have lost 8 memberships; and 4 memberships will expire soon.

Programs: Kathy LeVasseur reported that she had contacted Attorney Debb Roden, about speaking at our Nov 9 meeting addressing the records needed for wills, trusts, estates, etc. Kathy will check on meeting locations at Uncle Charlie's or 1901 Suite for the meeting.

Newsletter: No report - Mary Burby (Bausserman) was unable to attend.

Website: Donna Crock reported the website has been updated.

Old Business: Pat Newbern reported Wendy Kinkade has reserved the large room at Poor Richards for our September 22, 2010 General Meeting with Nick De Laurentis CRM, and ARMA International President (at 11:30 a.m.). Lisa Lane motioned to approve funds for ARMA International President's travel expenses to be split with Mile High, Northern Colorado, Western Colorado and Wyoming ARMA chapters. Seconded by Donna Crock. Motion Passed unanimously.

Barb Thomasee reported on her trip to Wichita, KS to the Midwest-Rocky Mountain Leadership Conference. She enjoyed her trip and meeting the ARMA members and what other chapters are doing and experiencing. The highlight of the conference was the trip "underground for dinner and a tour of a Salt Mine" which houses the Underground Vault Storage. Barb related it was amazing how big and far below the ground it is.

Barb Thomasee motioned to pay \$93.00 (31 members @ \$3.00 each) for our Midwest-Rocky Mountain Region member assessment. Seconded by Donna. Motion passed unanimously.

New Business: A discussion followed regarding our October General Meeting where we will partnership with the Wyoming State Archives for "Archives Day" to be held at Kiwanis Community House in Lions Park, October 27, 2010. Don Skupsky, CRM, attorney, and national and international speaker on retention schedules has agreed to be the speaker for the afternoon session to be sponsored by Wyoming ARMA Chapter. The focus of his session will be electronic records retention schedules. Pat related she has requested an educational grant from WY SHRAB and an ARMA Speaker grant. Pat hasn't received notification on these requests to date. Wyoming State Archives will sponsor the morning sessions. State Archivist Roger Joyce, Archivist Curtis Greubel, and Author Candy Molton are tentatively scheduled for the morning session. Additional discussion included charging an attendance/registration fee primarily to pay for breaks and lunch. No action was taken at this time

Donna Crock asked for everyone to be thinking ahead for our Chapter Charities and Chapter Christmas Gathering. Possible considerations included the Cheyenne Little Theatre or Civic Center Holiday offerings.

Discussion followed regarding our 'Tony Award' program. It was agreed that the Chapter wait until the beginning of the calendar year to publish the Tony Award program application in our Newsletter, thus allowing the 1 year of membership award to coincide with the Chapter year of Sept. through May.

Adjournment: The meeting was adjourned at 12:55. p.m.

Next board meeting: September 28, 2010 at the Dept. of Transportation at 11:30 a.m. Barb will E-mail Board members prior to the Board Meeting with the menu and daily lunch special available at the DOT cafeteria/café (Highway Café).

Respectfully Submitted by:

Lisa Lane,
Secretary