

**WYOMING CHAPTER**  
**Association of Records Managers & Administrators**  
**Board Meeting Minutes**  
**Donna Crock Residence, 2618 Van Lennen Ave**  
**December 15, 2009**

**Note:** These minutes are abridged.

**Members Present:** Mary Bausserman, Donna Crock, Pat Newbern, Tim Tyler, Rich Wilson, and Seminar Chairperson, Kristy Anderson.

**Meeting was called to order:** By President Pat Newbern at 11:49 a.m. NOTE: A quorum not being present, no business could be conducted

**Minutes:** Were reviewed.

**Financial Secretary's Report:** Donna Crock presented the December 2009 Treasurer's Report with checking account deposits of \$156.00, disbursements of \$379.92, with a balance of \$5,488.66. Including Term Share accounts investment and savings balances ending December 15, 2009 the balance was \$17,051.30

**Education:** In Barb Thomasee absence Donna reported the school district superintendents were notified by e-mail that our chapter will be accepting application for education scholarships. College registrars were also notified.

**Membership:** Tim Tyler reported he has received two applications for the Tony Award. Trevor Mitchell Senior Manager, ARMA International Member Services, is resigning the end of this month. We will miss Trevor's assistance. There are 33 current chapter members.

**Programs:** Those present discussed the upcoming chapter meeting. The January meeting will be a tour of Echo Star. Tim Tyler will be checking with St. Mary's School about the possibility of visiting their new school for the February meeting. The April meeting will be a panel discussion of local disaster recoveries. Times and date for the meeting is to be decided.

Kristy Anderson brought a sample of the post card we will be using for advertising the March 9<sup>th</sup> Seminar presented by Patrick Cunningham. The post card will be used in conjunction with a digital brochure which will be available on our website and e-mailed to perspective attendees. Tim said that WYDOT would pay for the post card mailing. The presenter's contract has been signed, and the caterer is set. ICRM and ICCM credit approval has been received.

**Newsletter:** Mary Bausserman reported she needs any submissions for this month's letter by December 28th.

**Website:** Donna Crock reported the website is updated.

**Old Business:**

**Charities:** Pat Newbern reported we sent 4 large boxes and one medium box to the Adopt a Soldier campaign. The post office was out of large boxes. The toy drive and canned food collection were completed and was a success. Thank you to all who participated.

We have not heard from the member about who they would like to see the \$25 donation to an outlying charity. Pat will try again to reach the selected member.

**Possible Board Vacancy:** Pat Newbern reported she had discussed with Bob Curtis the possibility of his remaining the Vice President and just taking time off during the Legislative Budget Session. Bob said he would be willing to continue if the board would allow this break. The members in attendance were in agreement to work with Bob on this.

**New Business:**

There was no new business.

The next board meeting will be January 26, 2010 at the Cheyenne City Building, hosted by Wendy Kincaide.

The meeting was adjourned at 12:45 p.m.

**Respectfully Submitted by:**

**Richard Wilson**  
**Acting Recorder**