

WYOMING CHAPTER
Association of Records Managers & Administrators
2101 O'Neil Ave., Rm. 104, Cheyenne, Wyoming
Board Meeting Minutes
February 23, 2010

Pat Newbern called the meeting to order at 11:30 a.m. Board Members Present: Pat Newbern, President, Donna Crock, Rich Wilson, Tim Tyler, Mary Bausserman, Wendy Kinkade, Barbara Thomasee. Absent: Bob Curtis and Debbie Leonard. Also Present: Chapter Member and Seminar Chair, Kristy Anderson and Donna Wright, Tony Award recipient.

In the absence of the Chapter Secretary, Kristy Anderson offered to take Minutes for the Board Meeting.

Donna Wright requested to move the agenda item regarding the Silent Auction for the Seminar forward on the agenda as she had to leave the meeting early. There being no objections made by board members, the item was moved forward. Ms. Wright reported on items collected to date for the Silent Auction and asked for people to submit the Silent Auction cover sheet with their items and any pamphlets or information describing the item. She requested individuals to provide her with e-mails advising her of any items they had collected so she could include them on a Silent Auction Sheet. It was clarified bid sheets and items would be set up at the Community House the night before the seminar when the Board set up for the seminar. Opening bid prices would be 10% of the cost of the item, unless someone felt it should start at a higher bidding price and they should note that on their cover sheet.

Minutes: Donna Crock, seconded by Mary Bausserman, moved to approve the January 26, 2010 Board Meeting minutes. Motion carried with all members present voting "yes". The February 18, 2010 minutes had not been submitted by the time of this meeting, therefore they were tabled for approval until the next Board meeting.

Treasurer's Report: Donna Crock presented the February 2010 financial report showing a balance of \$20,184.05 which includes term share accounts. Term Share Account #4396 in the amount of \$5,260.12 matured on Feb. 21, 2010 and was rolled over to mature in one year.

COMMITTEE REPORTS:

Education: Barb Thomasee reported that she had received one application to date for the scholarship. The deadline to submit applications is April 1, 2010 and she advised we usually receive the majority of them within the last few weeks prior to the deadline.

Membership: Tim Tyler provided an update on membership, reporting there are 33 members in the Wyoming Chapter with several individuals coming due over the next month with Wendy Kinkade advising she would contact one of the County members regarding his renewal. Mr. Tyler advised he would send a membership packet to BioLife as they showed an interest in having an employee join the Chapter. Discussion on the Tony Award applications received followed with Rich Wilson moving to approve the 2 applications that were received for the Tony Award, seconded by Mary Bausserman. The recipients are Kathy Levasseur and Lisa Lane. As a Tony Award recipient they will receive one year's membership to begin in July 2010 through June 2011. As a recipient they will also be required to assist with next year's seminar. Motion carried with all members voting "yes".

Programs: It was noted the March program is our Chapter Seminar with Patrick Cunningham on March 9, 2010. The April program will be a panel discussion on disaster recovery held in celebration of RIM month on April 9. Discussion on advertisement for the April program followed. It was decided not to publicize this program until after the seminar. The May Chapter meeting is not scheduled at this time. Kristy Anderson provided possible speaker suggestions including the Colorado State Archivist. Further discussion followed and it was decided to ask the Wyoming Archivist, Roger Joyce, about presenting a possible program in conjunction with the Colorado State Archivist. Rich Wilson volunteered to check with Roger Joyce regarding a possible program for May.

Newsletter: Mary Bausserman reported she has almost finalized the newsletter with the exception of the Feb. 18 General Meeting Minutes, Pres. Talk and registration information for the RIM Month program. Rich Wilson offered to provide information on SHRAB for the newsletter to inform Chapter members about SHRAB. Ms. Bausserman reported on the new areas she has added to the newsletter to make it more interesting, informative and entertaining for members.

Website: Donna Crock reported the website has been updated with information as necessary.

OLD BUSINESS:

Seminar Planning: Kristy Anderson reported the seminar to be held on March 9 will be at the Kiwanis Community House. Setup is scheduled for the night before at 5:00 pm and anyone who can help is encouraged to attend. Both rooms of the Community House have been reserved. Since registration is down she suggested having the wall between the rooms closed with the seminar set up classroom style on one side, and the other side set up for the silent auction and lunch tables set up. It was also suggested the food could be served out of the window area. She advised WYDOT, the Convention and Visitors Bureau, Environmental Health, Intermountain Records and the State Health Department had offered to provide items for the "goodie" bags. She requested people bring these to the Community House during setup. Rich Wilson volunteered to pick up a speaker's gift; Donna Crock volunteered to pick up a door prize at a cost of no more than \$20-\$30. Janie Wait was donating several historic posters and calendars to be used for door prizes, as well as several other items mentioned by board members that they had to contribute. Tim Tyler or Barb Thomasee advised they would bring a sample of a license plate to be raffled off as another door prize where the individual receiving it could have whatever name they wanted printed on it. Several members (Rich Wilson, Donna Crock and Kristy Anderson) were asked to bring coolers to put drinks/water in and Donna Crock and Kristy Anderson offered to bring coffee pots for regular coffee, decaf and hot water for tea. Donna Crock said if she was out and about and since she had the ARMA credit card she would pick up items needed from The Dollar Store and Walmart, otherwise Ms. Anderson advised she would do it the weekend prior to the seminar. Following discussion, Donna Crock moved to allow Board members to attend the seminar for free (in addition to the Seminar Committee members), seconded by Mary Bausserman. Motion carried with all members present voting "yes". Donna Crock advised her agency had received two reduced seminar registration rates due to the printing of the postcards and labels her agency provided and asked to transfer one of those to someone in another agency that has to pay out of their pocket in order to attend. Rich Wilson, seconded by Tim Tyler, moved to allow the Public Service Commission to transfer one of their reduced seminar rates (\$45) to Lisa Lane of the Wyoming State Archives. Motion carried with all members present voting "yes".

Donna Crock advised she had purchased a second key to the Chapter's Post Office Box and that Pat Newbern has that second key, while Ms. Crock has the original key.

Announcements of upcoming seminars was noted as follows: Mile High Chapter 2010 Spring Seminar is scheduled for April 20, 2010; Northern Colorado Chapter Spring Seminar is set for April 23, 2010; and Western Colorado Spring Seminar is scheduled for May.

NEW BUSINESS:

SHRAB:

Pat Newbern advised she had recently attended a SHRAB Board meeting and the members had suggested to her as President of ARMA to consider for future seminars possibly offering a scholarship for attendance to the seminar. Kristy Anderson noted that the Tony Award actually is a scholarship that is offered because it includes not only a year's membership paid by the chapter, but free attendance at the seminar as well. Discussion followed on this and how helpful SHRAB has been to ARMA with assistance through grants. Rich Wilson elaborated on SHRAB and advised they have \$7000 in grants available for educational opportunities, assisting with speaker fees for either an individual or an organization. He advised to keep in mind if an individual applies for a grant, this is considered as income on their taxes and is reported on a 1099 form. He further advised SHRAB is offering grants up to \$1000 per application. The applications must be submitted by May 1, 2010 for consideration. Discussion followed on the Chapter submitting a grant request to assist with funding to sponsor either the President or another member to attend the ARMA International Conference. Pat Newbern advised she would work on submitting the application.

Rich Wilson reported that SHRAB is sponsoring the Disaster Recovery Workshop that he and Janie Wait presented earlier this fall and it will be offered the last week in April in 5 different towns throughout Wyoming. He also advised SHRAB is going to sponsor the same seminar ARMA is providing on March 9 about social networking issues in Riverton at a later date. They may ask ARMA to help with tracking of registrations for this seminar. The cost for registration will only be a \$10 fee to pay for the cost of lunch as SHRAB will pick up the remainder of the expenses.

Mr. Wilson also noted SHRAB has \$36,000 that must be committed to training by June 30th and they are currently looking for individuals to provide this training around the state of Wyoming. He explained in more detail on what the training is to include.

Next Board Meeting: The next Board meeting will be held on Tuesday, March 23, 2010 at WYDOT to begin at 11:30 am.

Meeting was adjourned at 1:05 pm.

Submitted by,

Kristy Anderson
Acting Secretary