

Wyoming Chapter of ARMA International
Board Meeting Minutes
February 22, 2011, 11:30 a.m.
Department of Transportation
5300 Bishop Blvd., Cheyenne, WY

Please note: these minutes are abridged

Members present: Donna Crock, Wendy Kinkaid, Lisa Lane, Debbie Leonard, Kathy Levasseur, Pat Newbern, Barb Thomasee, Tim Tyler and Deanne Widauf.

Pat Newbern, President, called the meeting to order at 11:45. Donna Crock made a motion to approve the minutes with the amendment. Tim Tyler seconded, motion passed.

Deanne Widauf presented the Treasurer's Report. February's report is as follows: \$13.91 in Expenses, Revenue of \$3305.00 for a checking account balance of \$4,539.25. Term Share 4396 had \$12.42 in Expenses of dividends transferred to Share Savings, \$12.42 in Revenue of dividends for a balance of \$5260.12. Term Share 10412 has a balance of \$4000.00. Share Savings had Revenue of \$12.42 from the dividend transfer from Term Share 4396 for a balance of \$6,751.32. The ending balance of all accounts is \$20,550.69.

Deanne also provided a breakdown of expenses and revenue for the March 2011 Seminar as of this time. That breakdown is Expenses of \$77.89 and Revenue of \$3,245.00. Pat Newbern will invoice SHRAB, State Historic Records Advisory Board, after the seminar.

Debbie Leonard gave the Education Report. She reported that at this time we have only one application for the Vicki Carroll Memorial-Business Scholarship.

Tim Tyler presented the Membership Report, reporting that the chapter has 29 current members.

Kathy Levasseur gave the Programs report. For our May meeting Jeanne West from the State of Wyoming Homeland Security Office will speak about Emergency Preparedness on May 10th at the Egg & I, 2300 Carey Avenue, Cheyenne, WY

April is RIM month and we will meet in the multi-purpose room of the Barrett Building, 2301 Central Avenue, Cheyenne, WY. A speaker is still to be determined.

Mary Burby was not in attendance of the meeting so there was not a report from the Newsletter.

Donna Crock gave a report on the Website. We have many years of minutes on the website. A discussion followed regarding taking some of the minutes off the website and leaving only two to three years. Donna will clean up the website by removing the old minutes.

Old Business: Donna provided a brief update on the 2011 Seminar. We have 66 registrants along with 4 speakers. The cutoff will be 80 registrants. Set up will be Monday, March 7 at 5:00 p.m. We will also invite the speakers in at that time so that they may see the facilities and the set up of the rooms. Donna Crock made a motion to have the Wyoming Chapter of ARMA pay for the volunteers who come to set up and the speakers' dinners on Monday, March 7, 2011. Deanne Widauf seconded. Motion carried.

Donna also related that the speakers have has for Internet connectivity. Kristy Anderson, Committee Chair for 2011 Seminar, is working on that issue and Donna Crock has contacted Verizon to see if they would be willing to donate some demo cards.

Kristy Anderson picked up goodie bags from Wyoming Travel & Tourism. Wyoming Department of Corrections, Wyoming Department of Transportation, and Wyoming Department of State Parks & Cultural Resources – Archives, are donating other items for the bags. The Department of State Parks & Cultural Resources – Archvies, Department of State Parks & Cultural Resources- The Arts, Parks & History Bookstore and the Wyoming Chapter of ARMA International, have donated Door Prizes. Deanne Widauf will send out thank-yous for the donations. The chapter will purchase thank you gifts for the speakers.

Pat Newbern brought up the topic of the Regional Leadership Conference that is being held in Helena, MT in July on the 18-19 this year as a reminder for anyone who might like to attend.

Following a discussion of the Tony Award, an award for interested people, which provides membership to ARMA International and the Wyoming Chapter of ARMA International in the form of dues. Kathy Levasseur made a motion to update the Tony Award Application to add, "The recipient who is awarded the scholarship agrees to be an active member of the Wyoming Chapter of ARMA and be considered for one of the chapter board of director positions and/or be an active member of the chapter seminar committee." Donna Crock seconded. Motion passed.

The next board meeting will be March 22, 2011 at the Department of Corrections conference room, at 1934 Wyott Drive, Cheyenne, WY

Meeting Adjourned at 12:50 p.m.

A motion was made by Donna Crock by e-mail on February 25, 2011 to organize a trip- for Wyoming ARMA chapter members to attend the Northern Colorado ARMA March 10, 2011 Chapter Meeting on "Strategies and Polices for Social Media" presented by Jesse Wilkins, CRM and pay the registration fee of \$5.00 for each member plus mileage for one or two carpooling vehicles to Longmont, Colorado. Seconded by Lisa Lane. After much discussion the motion passed.

Respectfully Submitted By:
Lisa Lane, Secretary