

WYOMING CHAPTER
Association of Records Managers & Administrators
Board Meeting Minutes
State Archives, Barrett Building, Cheyenne, WY
January 26, 2010

Note: These minutes are abridged.

Members Present: Mary Bausserman, Donna Crock, Wendy Kinkade, Debbie Leonard, Pat Newbern, Barb Thomasee, Tim Tyler, Rich Wilson

Workshop Committee Members: Kristy Anderson, Donna Wright

Meeting was called to order: By President Pat Newbern at 11:42 a.m.

Minutes: Rich Wilson motioned to accept the board meeting minutes of November 24, 2009, and December 15, 2009, and the general meeting minutes of November 10, 2009, December 3rd, 2009 and January 12, 2010. Seconded by Donna Crock. Motion passed.

Financial Secretary's Report: Donna Crock presented the January 2010 Treasurer's Report with checking account deposits of \$590.00, disbursements of \$253.27, with a balance of \$5,825.39. Including Term Share accounts investment and savings balances the balance was \$17,446.07. Donna related that due to work and time constraints, Diane Nyffler is unable to fulfill the duties as Financial Secretary at this time. Donna Crock will complete the duties through July. Donna reported she paid the web site hosting.

Education: Barb Thomasee reported the application deadline is April 1, 2010. She hasn't received any applications.

Membership: Tim Tyler reported he has received two applications for the Tony Award, Kathy Levasseur and Lisa Lane. Donna suggested we table the selection until next month.

Seminar: Kristy Anderson passed out copies of the Chapter Seminar brochure and the postcards that will be sent out for the seminar. E-mail notices will be sent out with links to view the brochure for information and registration. Donna Crock prepared the mailing labels and Tim Tyler will mail the postcards through DOT. There was discussion regarding GW mail. Donna Wright volunteered to find out how to have a GW mail sent out. Kristy reported that the speaker's room is booked, however she is still waiting to hear from him regarding airline reservations. Donna Wright will be handling the silent auction and reported she already has several items lined up. Board members were asked to e-mail Donna with a list of donations they collect.

Programs: Wendy Kinkade reported there was not a program confirmed for the February General Meeting. Pat Newbern suggested Bio Life and will follow up with Wendy and get information to Mary for the Newsletter.

Donna Crock reported the panel is all set for the April RIM Month meeting. Donna Crock motioned to pay mileage from/back to originating city and lunch for all panel members. Seconded by Mary Bausserman. Motion passed.

Donna Crock motioned for charging a \$5 fee for box lunches and the chapter provides water. Seconded by Rich Wilson. Motion passed. Pat Newbern will prepare a flyer for the program.

Kristy Anderson will get Biographies for the panel members. Each panel member will have 30 minutes for their presentation and there will be a question and answer period.

Discussion for the May meeting was tabled.

Newsletter: Mary Bausserman reported the newsletter is done except for Pres Talk. She has added a puzzle to the news letter. Mary made a request for the Chapter to purchase a book titled "Glossary of Records and Information Management Terms through the ARMA bookstore at a cost of \$28.00. Donna Crock motioned to purchase the book for the Chapter Library. Seconded by Tim Tyler. Motion passed.

Old Business: Pat Newbern reported the Chapter received a \$500.00 speaker grant for the 1st quarter of 2010.

New Business: Donna Crock reported we need an extra key for the P.O. Box. Rich Wilson motioned to purchase a key. Seconded by Tim Tyler. Motion passed.

Pat Newbern reported she was contacted by Scott Peters, a motivational speaker from Washington State. He will be in Colorado and offered to do a free presentation for our chapter. Pat will send the board information about the speaker.

The next board meeting will be February 23, 2010 at the Cheyenne City Building, hosted by Wendy Kinkade.

The meeting was adjourned at 12:30 p.m.

Respectfully Submitted by:
Debbie Leonard
Secretary