

Wyoming Chapter of ARMA  
Board Meeting Minutes  
Tuesday, January 25, 2011, 11:30 a.m.  
City of Cheyenne-Purchasing Conference Room  
2101 O'Neil, Cheyenne, WY

Please note: these minutes are abridged.

Members present: Kristy Anderson, Mary Burby, Donna Crock, Wendy Kinkaid, Lisa Lane, Debbie Leonard, Kathy Levasseur, Pat Newbern, Barbara Thomasee, Tim Tyler and Deanne Widauf.

President, Pat Newbern, called the January Board Meeting to order at 11:41 a.m. A motion to approve the minutes of the November Board Meeting, the December and January General Meeting was made by Debbie Leonard and seconded by Donna. The motion passed.

The Treasurer's Report was provided by Deanne Widauf. December's report is as follows: \$847.75 in Expenses, Revenue of \$570.00 for a checking account balance of \$1529.25. Term share account 4396 is \$5260.12, term share account 10412 is \$4000.00 and the savings balance is \$6700.08 for a total ending balance of \$17,489.45. Deanne also provided a summary of the cost of the WY Archives Day Workshop with expenses of \$1514.44 and revenue of \$1150.00 for a total loss of \$364.44. January's report shows expenses of \$407.09 and revenue of \$126.00 or a checking account balance of \$1248.16. Term share 4396 shows a balance of \$5260.12 and term share 10412 shows a balance of \$4000.00 while the savings account has a balance of \$6738.90 reflecting the revenue of dividends from the term share accounts and the savings account, for a total of \$17,247.18.

Debbie Leonard provided the Education Report. She related that she had received one application from Arvada, WY. The due date for applications for the ARMA Scholarship is April 1, 2011.

Tim Tyler gave the Membership Report, relating that we have 29 members and that there are four ARMA International members that are not Chapter members. Contact will be made with them.

Wendy Kinkaid and Kathy Levasseur gave us a brief report of upcoming meetings. Wendy related that Jeremy Hamilton of Warren Federal Credit Union will speak on "Financial Scams: How to Protect Family and Friends" at Uncle Charlie's On February 8<sup>th</sup> at 11:30 a.m. in the loft area. March is the Chapter's Seminar "Impacts of Social Networking in the Professional Environment". Please see the website, [armawyoming.org](http://armawyoming.org) for more information. April is RIM month; Kristy Anderson will provide names of potential speakers to contact for our general meeting. Kathy Levasseur told us that she has tried to contact a speaker on Emergency Preparedness but has not heard back, yet.

Mary Burby has the current newsletter out and is always looking for more information to include in the newsletter.

Donna Crock, Webmaster, told us that the March Seminar brochure with the registration form is now on the website.

Kristy Anderson, Seminar Chairman and Donna Crock, Chairperson of the Board related that they had had a busy month getting speakers lined up. The Chapter has paid \$60.00 to the City of Cheyenne for the use of the Kiwanis Community House for the seminar. ARMA members will have to do the set up and take down and clean up of the rooms. Culvers' is set to cater the lunch and breaks. The chapter will provide the drinks. The seminar has pre-approval for 5 hours of credit towards CRM and 1 point of credit for CMC/MMC. WYDOT will take care of the postage of postcards to members regarding the seminar, the printing of the handouts. Archives will provide printing of the certificates and name badges. A discussion followed regarding the seminar and other areas that need attending to.

Mary Burby made a motion that Wyoming Chapter Board members could attend the March Seminar at no charge as they are expected to work during set-up, tear-down and clean-up. Tim Tyler seconded. Motion passed. In an e-mail later that day, Donna Crock made a motion to allow Kristy Anderson, Seminar Chairman to attend the March Seminar for free. Tim Tyler seconded and the motion passed.

Mary Burby made a motion to allow support agencies, those agencies that provide financial or printing or reduced fees or other help; City of Cheyenne, Public Service Commission, Wyoming Department of Transportation (WYDOT), and Wyoming State Archives to have up to two additional people attend at the full time student rate of \$55.00. Seconded by Debbie Leonard. Motion passed.

It has been brought to our attention that the Wyoming SHRAB wanted one to two members to attend the March Seminar for free. A discussion followed. Pat Newbern related that we had asked for \$500.00 for the March Seminar and that SHRAB had approved our grant request for \$1000.00. A motion was made by Donna Crock to allow two SHRAB members attend for free for their generous contributions and support. Debbie Leonard seconded. The motion passed.

The ARMA Regional Leadership Conference is to be held in Helena, Montana on July 18<sup>th</sup> and 19<sup>th</sup> of this year. The conference has been shortened by one half day. There will be a welcome reception. Room rates will be \$115.00 plus tax, registration \$200.00 per person. Registration due June 1, 2011. If you are interested in attending please notify Pat Newbern at [PNEWBE1@state.wy.us](mailto:PNEWBE1@state.wy.us) or 307-777-8907.

WYDOT will host the next board meeting on February 22, 2011.

The meeting was adjourned at 12:59 p.m.