

WYOMING CHAPTER
Association of Records Managers & Administrators
Board Meeting Minutes
WY Dept. of Transportation, 5300 Bishop Blvd., Cheyenne, WY
March 23, 2010

Note: These minutes are abridged.

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

Workshop Committee Members Present: Kristy Anderson

Meeting was called to order: By President Pat Newbern at 11:46 a.m.

Minutes: Rich Wilson motioned to accept the board meeting minutes of February 23, 2010, and the general meeting minutes of February 18, 2010 and March 9, 2010 as amended. Seconded by Tim Tyler. Motion passed.

Financial Secretary's Report: Donna Crock presented the March 2010 Treasurer's Report with checking account deposits of \$2,247.25, disbursements of \$1,913.58, with a balance of \$8,897.04. Including Term Share accounts investment and savings balances ending March 23, 2010 the balance was \$20,537.71. Donna also reported the expenses and revenue for the March seminar.

Education: Barb Thomasee reported two applications have been received. She asked if the chapter would award two scholarships this year. After discussion it was decided since seminar income was down the chapter will only award one scholarship this year. Donna Crock motioned to approve one scholarship. Seconded by Rich Wilson. Motion passed.

Membership: Tim Tyler reported we have 33 members, which includes 3 whose memberships have expired. Tim will send new member packets to Kathy Levasseur and Lisa Lane before July. Pat will contact them to have them complete applications to be sent to Donna, and she will submit the check to ARMA International.

Programs: Wendy Kinkade reported the May general meeting will be May 11, 11:30 a.m. at Uncle Charlie's. Frank Drake, the Cheyenne Census Manager will discuss the 2010 Census. There was discussion on the June banquet. Donna suggested a BBQ to keep the cost down. The date was set for June 3, 2010.

Newsletter: Pat Newbern reported Mary reminded her she needed Pres Talk and any articles before the end of the month. Pat asked Debbie if she would write an article about setting up the records office at the new prison in Torrington and her overnight stay at the prison.

Website: Donna Crock reported the Disaster Workshop is posted on the website.

Old Business

Seminar Follow-up: Kristy Anderson reported the seminar turned out well. There was discussion on the evaluations. Some of the people were confused; they wanted answers to the questions. The Silent Auction was well received. Pat will forward the comments to the speaker. There was discussion about the silent auction bidding and if we should change the minimum bid. It was agreed for future, only seminar attendees may bid on items.

Pat reminded everyone of the upcoming Colorado seminars. The Disaster Workshop is full and a waiting list has been started. Tim offered to make copies of handouts if necessary. There was discussion on food and beverages. Donna will purchase one case of water and the water and soda left from the seminar will be used.

New Business: Donna Crock reported Tom Killiam is no longer with ARMA International and Trevor Mitchell will be returning to HQ and is filling Tom's position (Director of Membership Services).

Pat Newbern reported Roger Joyce would like for our chapter of ARMA to co-host a workshop with Archives in October. The workshop could possibly cover both Archives and Records Management. Pat reported she heard from Donald Skupsky and he may be available as a possible speaker. Mr. Skupsky provides information on retention and many of our past seminar/workshop surveys have requested more information on the subject. Pat reported she received an e-mail from Bob Curtis relating he has resigned from the board due to work and personal commitments. Discussion followed about recruiting new board members. Pat would like the new Vice President to attend the leadership conference this July in Kansas. The ARMA Conference will be November 7-10, 2010 in San Francisco, CA. Discussion followed regarding: Board members and the upcoming year board of directors; Possibly having fewer Chapter General and Board Meetings; Reducing costs and fewer workshops. No action was taken at this time.

Donna suggested transferring money from the checking account to the savings account so it could earn interest. Barb Thomasee motioned to transfer all but \$3,000.00 from checking to savings. Seconded by Tim Tyler. Motion passed.

The meeting was adjourned at 12:52 p.m.

Respectfully Submitted by:
Debbie Leonard
Secretary