

Wyoming Chapter of ARMA
Board Meeting
Tuesday, March 22, 2011
Wyoming Department of Corrections
1934 WYott Drive, Cheyenne, WY

Amended

Please note: these minutes are abridged.

Members in attendance were: Mary Burby, Wendy Kinkaid, Lisa Lane, Debbie Leonard, Kathy Levasseur, Pat Newbern, Barbara Thomasee, Tim Tyler and Deanne Widauf.

President Pat Newbern called the meeting to order at 11:47 a.m.

Deanne Widauf made a motion to approve the amended minutes of the General Meeting of February 8th, 2011. Mary Burby seconded. Motion was approved.

Deanne Widauf gave the Treasurer's report. We had Expenses of \$2,771.06 and Revenue of \$2,782.00 for and ending checking balance of \$4,550.19. Term share account #4396 has a balance of \$5,260.12. Term share account #10412 has a balance of \$4000.00 and the Share savings account has a balance of \$6,751.32, for a total balance of funds of \$20,561.63.

Debbie Leonard gave the Education report, reporting that we had received one more academic scholarship for a total of two. A discussion followed regarding what to do if the applications are incomplete. No action was taken.

Tim Tyler gave the Membership report, reporting that we have gained one new member who attended our seminar in March. Our numbers are at 30 current members with two memberships expiring the end of March.

Tim also reported that we had one Tony Award Scholarship application. Debbie Leonard wanted to know the name of the applicant and Tim replied that the name on the application was Lisa Lane.

Wendy Kinkaid gave the Programs report. Wendy related Officer John Gay from the Cheyenne Police Department would be our speaker for the RIM month General Meeting. Officer Gay will speak on Facebook and Social Networking Safety. The meeting will be held in the Multi-Purpose room of the Barrett Building at 2301 Central Avenue.

Wendy also related that she had scheduled Uncle Charlie's for the May 10th General Meeting as the Egg & I said they could not close off the room for our meeting.

Ideas were discussed for the chapter's year-end meeting place. Establishments mentioned were: Avanti's, Poor Richards, Terry Bison Ranch, Little Bear, Country Buffet, Sanford's, Shadows.

Mary Burby reported on the Newsletter letting everyone know that she would like all newsletter items by the end of the week as she wanted the newsletter to be posted before the first of April because she had an article on April Fool's Day. Mary also related that she would like to learn to download the newsletter to the website, as a backup.

Old Business:

For our March 2011 seminar, we had a total of 77 people in attendance. Pat has invoiced for attendees from Archives and SHRAB for a total of \$1,285.00, and WGFD attendees (\$200.00). There were six paid cancellations due to weather. Mary Burby made a motion to refund those payments, Tim Tyler seconded. Motion passed.

Region Leadership Conference in Helena, MT, July 18 & 19, 2011. Pat related she needs commitments from the Board for those who would like to attend. So far only Barb and Pat have said they would like to attend this conference. Pat asked the Board to remember the Chapter pays the registration fee and expenses to attend. Registrations are due June 1st.

Chapter Newsletter of the Year. Donna Crock has sent the letter of intent to HQ for our participation. Mary and Donna will determine which newsletters to submit to HQ.

New Business:

2011-2012 Slate for Board of Directors. Pat related Donna Crock would like to know as soon as possible (via email or phone or in person), if any current Board and/or chapter members would like to be considered to serve on the 2011-2012 Chapter Board of Directors (and the position you would like to be considered for).

Pat reported the Chapters State of Wyoming Annual Report and fee is due to the Secretary of State's Office by June 1, 2011. Pat asked Deanne Widauf if she could take care of this matter for the chapter. Deanne agreed. Thank you, Deanne.

Looking ahead to Archives month in October, contact has been made with Geof Huth for our October General meeting. Debbie Leonard made a motion to contract Geof Huth to be the speaker for October's Archives Workshop/General Meeting, for speaker fees and expenses, and we keep a minimal fee for snacks and lunch at the Workshop. Mary Burby seconded. Following a short discussion, Pat related she could apply for a grant from SHRAB for assistance with expenses and for an ARMA Speaker Grant. Motion passed. Pat related she would follow through with WY SHRAB and ARMA for grant assistance.

Education Opportunities: The Northern Colorado ARMA Spring Seminar is Thursday, April 7th, 2011 and Mile High Denver Chapter Annual spring Seminar is Tuesday, April 19th, 2011. If you are interested, please let Pat Newbern know. ARMA International Conference will be October 17-19, 2011, and will be held in the Washington D.C. area.

Debbie Leonard wanted to know about the expense of \$84.97 to Mondello's for Dinner for the Speaker for the March Seminar. Pat explained this disbursement was for dinner following the seminar for the speaker and those who took her.

Pat reported ARMA HQ has requested if we would like to change our Chapter dues, as this information must be declared to HQ by May 1st. Following a short discussion, it was agreed to leave our annual dues at \$15.00 per year. Pat will send this information to Trevor.

Meeting was adjourned at 1:27 p.m.

Respectfully submitted by:
Lisa Lane, Secretary