

WYOMING CHAPTER
Association of Records Managers & Administrators
Board Meeting Minutes
2618 Van Lennen Ave.
May 25, 2010

Note: These minutes are abridged.

Members Present: Mary Bausserman, Donna Crock, Wendy Kinkade, Lisa Lane, Debbie Leonard, Kathy Levasseur, Pat Newbern, Barb Thomasee

Meeting was called to order: By President Pat Newbern at 11:40 a.m.

Minutes: Donna Crock motioned to accept the April 27, 2010 Board Meeting Minutes and the May 11, 2010 General Meeting Minutes. Seconded by Barb Thomasee. Motion passed.

Financial Secretary's Report: Donna Crock presented the May 2010 Treasurer's Report with checking account deposits of \$60.00, disbursements of \$1,003.23, with a balance of \$1,717.07. Including Term Share accounts investment and savings balances ending May 25, 2010 the balance was \$19,589.00

Education: Barb Thomasee reported she and Pat reviewed the 18 scholarship applications and the recipient of the scholarship is Kayla Rauzi. Kayla is attending the University of Wyoming. There was discussion relating to the number of incomplete applications. It was proposed to send letters to those applicants, highlighting the items on the checklist they didn't provide. Pat will follow up on this.

Membership: Pat Newbern reported several memberships have expired and the chapter presently has 29 members.

Programs: Wendy Kinkade reported she knows a retired fireman who went to help in Haiti that could give a presentation. Kathy Levasseur stated she would be able to get an attorney to discuss wills/trusts. Pat stated Paula Sutton has talked to the new ARMA International President and she is waiting to hear for the September meeting. Pat also talked to Curtis Greubel, Archives regarding the October seminar. Curtis would like the seminar the last week of October, but it will depend on when the speaker is available. December will be the holiday party. There was discussion of ideas for meetings next year; Emergency Preparedness, State Engineer, Valley Construction tour, Clerk of District Court and CASA. Donna suggested we all start thinking about a topic for the March seminar. Donna reported everything is ready for the June banquet. She needs RSVP by Tuesday and guests are welcome. Donna has ordered a 40 year pin for Tony Adams.

Newsletter: Mary Bausserman reported the newsletter will go out after the June banquet. She will send the last four copies of the newsletter to ARMA International for the newsletter of the year contest. Mary asked for ideas for the newsletter.

Website: Donna Crock reported the website has been updated.

Old Business: Pat Newbern reported the Leadership Conference will be July 12-15, 2010. Donna Crock motioned the chapter pay expenses for the incoming Vice President to attend the Leadership Conference in July. Seconded by Debbie Leonard. Motion passed.

New Business: Kathy Levasseur suggested the ARMA chapter sponsor a document shredding booth at Super Day, or the State Museum Craft Show, to raise money. More discussion to follow.

The next board meeting will be August 24, 2010 at Donna Crock's house, 2618 Van Lennen Ave.

The meeting was adjourned at 12:35. p.m.

Respectfully Submitted by:
Debbie Leonard
Secretary