

Wyoming Chapter of ARMA
Board Meeting
Tuesday, May 24, 2011
Department of Transportation
5300 Bishop Avenue
Cheyenne, WY 82009

Please note: These minutes are abridged.

Board Members Present: Mary Burby, Donna Crock, Lisa Lane, Debbie Leonard, Kathy Levasseur, Pat Newbern, Barbara Thomasee, and Deanne Widauf.

The meeting was called to order at 11:30 by Pat Newbern, President.

Donna Crock made a motion to approve the minutes of May 10, 2011 General Meeting and the April 19, 2011 Board Meeting. Barbara Thomasee seconded. Motion was approved.

Deanne Widauf presented the Treasurer's Report. She reported that we have a total of \$5303.87 in the checking account with \$437.75 in expenses and \$175.00 in revenue. Share Term Account #4396 has a balance of \$5260.12 and Share Term Account has a balance of \$4000.00 and the Share Savings account has a balance of \$6772.83 for a total balance of all accounts to be \$21,336.82.

Tim Tyler was not able to attend the board meeting so Barb Thomasee gave the Membership Report. Barb reported that we are holding steady at 30 members. A couple of members are not able to renew and we would like to pass on to anyone wanting to be a member of the Wyoming Chapter of ARMA to apply for the Tony Award.

Debbie Leonard gave the Education Report announcing the winners of the \$500 each Scholastic Scholarship provided by the Wyoming Chapter of ARMA. The winners of this year's scholarships are Hailee Armstrong and James Schellenberger. Hailee will be attend LCCC in Cheyenne and James will be attending UW in Laramie. Congratulations Hailee and James. (Note: Hailee is the niece of Wendy Kinkaid, our Programs Chairwoman.) Mary Burby would like a picture with a brief statement from each of the winners for the newsletter.

Wendy Kinkaid was unable to attend so there was no program reported. However, Donna Crock did report that the Chapter's Year End Awards Dinner and Installation of the new Board would be June 9, 2011 at Sanford's in Cheyenne at 6:00 p.m. We will meet upstairs in a private room. RSVP's need to be in to Donna by 5/27/2011.

Pat Newbern, President, reported that the first Board Meeting for the year will be the last week of August. She also reported that we have a contract with Geoffrey Huth that we need to sign and get back to him.

Mary Burby reported that she would wait to put our newsletter until after the board elections and the end of year meeting.

Donna Crock reported that the website needs to be “revamped”. She will work on that as time permits.

Lisa Lane reported on projected expenses to attend the Regional Leadership Conference. A short discussion followed. Donna Crock made a motion to pay for a rental car and expenses for Lisa to drive to the conference in Helena. Barb Thomasee seconded. Motion passed.

New Business:

A Survey Monkey Ballot was sent out to all current members of the chapter to vote for the new Board of Directors. The survey will be open until Friday, May 13th, 2011. Kathy Levasseur related that she did not receive the link so Donna was going to send that back out to Kathy.

Rich Wilson’s retirement gift has arrived. It is a caricature of Rich in an office setting. The attending board members were able to sign the mat of the picture for Rich on the day of the board meeting. The gift will be presented to Rich at the end of year meeting. The attendees at the year-end meeting will have a chance to sign the mat before it is presented to Rich.

ARMA International Conference has been moved to October 17-19, 2011 in Washington D.C. with pre-sessions before the 17th. Debbie Leonard wanted to know if the Chapter could help send members to the ARMA International Conference. A short discussion followed with a final suggestion by Donna Crock that maybe if the chapter has good years for the seminar in March that the chapter might be able to offer a scholarship to help with some expenses. This idea will be discussed next year, as we do not have enough time to get this completed before the end of this year.

Donna brought up the subject of the Nebraska ARMA Chapter is celebrating 50 years on June 4, 2011. Donna would like to attend the festivities. Mary Burby made a motion for the Wyoming Chapter to pay for a trip to Omaha, NE for Donna to attend the celebration. Barbara Thomasee seconded. Motion passed.

In order to get ARMA members to attend Rich Wilson’s Retirement Celebration at the Wyoming State Archives, Donna will send out an e-mail to the Wyoming ARMA Chapter members to invite them to the celebration.

Pat reported that SHRAB has approved the \$1000.00 request for a grant to bring Geoffrey Huth to Cheyenne to speak for Archives Day this fall in October.

Mary made a motion to adjourn the meeting. Barb seconded. Motion was approved. The board adjourned at 12:32 p.m.

Respectfully submitted by:
Lisa Lane, Secretary