

WYOMING CHAPTER
Association of Records Managers & Administrators
Board Meeting Minutes
WY Dept. of Transportation, 5300 Bishop Blvd., Cheyenne, WY
November 24, 2009

Note: These minutes are abridged.

Members Present: Mary Bausserman, Donna Crock, Wendy Kinkade, Pat Newbern, Diane Nyffler, Barb Thomasee, Tim Tyler, Rich Wilson

Meeting was called to order: By President Pat Newbern at 11:45 a.m.

Minutes: Rich Wilson motioned to accept the board meeting minutes of October 27, 2009 and the General Meeting Minutes of the November 10, 2009. Seconded by Mary Bausserman. Motion passed.

Treasurer's Report: Donna Crock presented the November 2009 Treasurer's Report with Checking Account Deposits of \$-0-, Disbursements of \$160.59, with a balance of \$5,705.58. Total funds balance (includes term share accounts as of 11/24/2009), is \$17,268.22.

COMMITTEE REPORTS:

Education: Barb Thomasee reported Scholarship information has been send to Wyoming Community Colleges and UW. Barb will check with the WY Dept. of Education for a listing of Wyoming High Schools and an updated and correct listing of contacts for the High Schools.

Membership: Tim Tyler reported our current membership will be losing 6 members this month. A discussion followed regarding the Tony Award scholarship and our chapter membership numbers and renewals with no action taken at this time.

Programs/Public Relations: Wendy Kinkade advised the Christmas Get Together at Jacksons will begin at 5:30 p.m. Members and guests are requested to RSVP if they will attend the Christmas Get Together at Jacksons, by calling Wendy at 307-637-6329 or by emailing wkinkade@cheyennecity.org.

The January 12, 2010 program will be at **Echo Star** (just east of town). Members and guest are asked to RSVP to Wendy by close of business, January 8th. We will meet at Echo Star at 1:00 p.m. This meeting will not include lunch, so lunch will be on your own.

February and May is still being planned at this time. Rich will contact Valley Restoration to see if they could do a presentation (Disaster Recovery Company in Cheyenne).

March 9th will be our Spring Seminar, with set up at the Community House the evening of March 8th (5:00-7:00). Patrick Cunningham, CRM & FAI will be our presenter. Mr. Cunningham recently received the ARMA International Britt Literary Award. Following discussion Donna Crock motioned our Seminar Registration fees be reduced this year and set at \$100.00 for Non-ARMA Members, \$75.00 for ARMA and SHRAB Members, and \$55.00 for students. Seconded by Rich. Motion passed.

For the April meeting Donna Crock brought up the idea of a panel program for the April – RIM Month meeting. No action was taken at this time.

Newsletter: Mary Bausserman asked if everyone liked the addition of the RIM articles, to which everyone agreed they were good information and the Newsletter looked great.

Web Site: Donna Crock related there was no Web report this month. Everything was good.

Old Business: Donna Crock motioned the Chapter to pay up to \$100.00 for appetizers and pizza at Jacksons. Tim Seconded. Motion Passed. Individuals and guests will pay \$5.00 per person and will be responsible for their own beverages.

This year's charities will include canned goods and non-perishables to be given to local charities and boxes to be sent to troops overseas. Mary Bausserman motioned the chapter spend up to \$150.00 for items for boxes and postage for boxes to be sent to our troops over seas. Seconded by Tim. Motion passed. Donna, Wendy, and Pat will coordinate getting the boxes together and sent.

New Business:

Pat presented Mary Bausserman with her ARMA International Award for Chapter Member of the Year. The award included the program from the dinner held at the ARMA National Conference in Orlando, Florida, listing Mary's name as our Chapter's recipient for 2009.

Pat then shared with the board Bob Curtis' resignation from the board and his office. Bob's resignation was heavily weighed by personal and professional commitments he feels will keep him from completing his responsibilities this coming new year. Everyone expressed their sadness and related they hoped that somehow Bob will be able to continue on our board. Pat related she spoke with Donna and then contacted Sheila Issacson, our Region Manager. No action was taken at this time.

Meeting was adjourned at 12:45 p.m.

Respectfully submitted by:

Pat Newbern
Secretary