

WYOMING CHAPTER OF ARMA
BOARD MEETING
Tuesday, November 30, 2010, 11:30 a.m.
Department of Transportation
5300 Bishop Blvd., Cheyenne, WY

Members present: Kristy Anderson, Mary Burby, Donna Crock, Wendy Kinkade, Lisa Lane, Pat Newbern, Barbara Thomasee, Tim Tyler and Deanne Widauf.

Pat Newbern, President, called the meeting to order at 11:50. Mary Burby made a motion to approve the minutes of the October Board Meeting and the November General Meeting, Tim Tyler seconded. The motion carried.

Deanne Widauf presented the November Treasurer's Report with balances of \$1807.00 in the checking account with \$1548.27 in expenses and \$502.00 in revenue. The balances in the Term Share Accounts are \$5260.12 and \$4000.00 with a savings account balance of \$6,700.08 for a total of \$17,767.20. Deanne will compile a breakout report for the totals of the Archives Day Workshop to be e-mailed to the board members.

Debbie Leonard was not in attendance so Pat Newbern gave the Education Report. Debbie has e-mailed Wyoming ARMA Chapter Scholarship information to the eight colleges in Wyoming but at this time has not contacted the high schools in the state.

Tim Tyler reported that one board member's membership has expired and that one membership was expiring on November 30th, the day of the board meeting. We have 30 members if these two memberships are renewed. Tim has contacted the two guests from our November General Meeting, Russell Kaldenberg and Judyth Reed and Burt Sanchez, a staff member with Holland & Hart LLP, to see if they would like to become members. Donna Crock will contact the board member with the expired membership to see if indeed the membership will be renewed and will also contact ARMA International to check on the guidelines in how to proceed with the expired membership and board position.

Wendy Kinkade reported that she has tried to contact Heather with Valley Construction and Restoration but has been unsuccessful in actually speaking with her in regards to taking a tour of the business for our January General Meeting. Wendy has also spoken with Jeremy Hamilton of Warren Federal Credit Union, who would be willing to speak at a meeting. Donna Crock reported that Kathy Levasseur suggested that we do a program on Emergency Preparedness. Donna will contact Kathy so she can pursue a speaker for the May chapter meeting. Pat Newbern had spoken to Betsy Putnam with CASA and she is willing to do a program on CASA.

Kristy Anderson and Donna Crock gave a presentation for our 2011 Annual Spring Seminar in March. Donna Crock made a motion to pay the \$500 speaking fee plus expenses to have Helen Streck, President, and CEO of Kaizen InfoSource LLC Palo Alto, CA to be the primary speaker for the Wyoming ARMA seminar in March. Mary Burby seconded, motion carried. Kristy Anderson will get a bid from Pioneer Catering for the morning and afternoon breaks and lunch with clean up as well. The title of the conference will be "Impacts of Social Networking in the Professional Environment". Mike Crouch, I. T. Security Coordinator with the State CIO's Office has agreed to speak as well, touching on policies and rules as well as security issues with social networking. We are looking at getting another speaker and then having a panel discussion. The date will be Tuesday, March 8th at the Kiwanis Community House in Lions Park. Tim Tyler made a motion to keep the registration fees the same as last year and Mary Burby seconded, the motion carried. The registration fees will remain the same as last year, Non-ARMA members \$100.00, Students \$55.00 and ARMA members \$75.00. Deanne Widauf and Wendy Kinkade volunteered to head up the Silent Auction.

Mary Burby related that she would like all information, including the "Pres Talk" be given to her by the last week of each month. Her goal is to publish the newsletter by the first business day of each month. Mary asked Tim Tyler to provide his biography information by the second week in December, so she can showcase him in the next issue of the newsletter.

Donna Crock related she will update the website soon.

The Chapter has donated \$100 to the Jeff Stewart website. Jeff is in need of a lung transplant and has to have a set amount of money just to get on the transplant list.

Chapter members will be collecting disposable diapers for the Boys and Girls Club, who will be distributing them in Cheyenne. During this hard economic time parents and caregivers are having a hard time purchasing necessary items. All sizes are welcome. Kristy Anderson will collect the diapers at the Holiday get-together at the home of Tony Adams or you may contact Wendy Kinkade and she can help you as well. wkinkade@cheyennecity.org We will also be collecting canned goods for Needs Inc. the evening of the get-together. Even if you do not plan on attending the production of "A Christmas Carol" at the Atlas Theatre please plan on attending the get-together before the play at Tony Adams' home on December 4th from 5:30-7:00 p.m. and please RSVP to Donna Crock if you plan to attend so we can plan on plenty of snacks and beverages. dcrock@state.wy.us or 307-777-5751 no later than December 2nd.

The Statewide Charity is to go to the west side of the state. Donna Crock made a motion to contact Donna Baur in Jackson and to provide \$50.00 for a charity of Donna B's choice. Kristy Anderson will contact Donna with the good news.

Rich Wilson reported to Pat Newbern that the items the Chapter donated for the ARMA Educational Foundation Silent Auction in San Francisco at the National ARMA Conference did sell although there were not a lot of items this year and not all of them did sell.

Donna Crock gave a report about the National ARMA Conference in San Francisco and reported the Vendor Show was cut short and it appeared the economy affected attendance again this year. The awards were presented during a luncheon and there was a lot of discussion about social networking.

There will not be a board meeting in December and the next board meeting will be January 25, 2010, 11:30 a.m. Wendy Kinkade will host at the City of Cheyenne.

Donna Crock made a motion to adjourn the meeting, seconded by Deanne Widauf, motion carried.

Respectfully submitted by:
Lisa Lane, Secretary