

**WYOMING CHAPTER**  
**Association of Records Managers & Administrators**  
**Board Meeting Minutes**  
**Dept. of Corrections 1934 Wyott Drive**  
**October 27, 2009**

**Note:** These minutes are abridged.

**Members Present:** Mary Bausserman, Donna Crock, Wendy Kinkade, Debbie Leonard, Pat Newbern, Barb Thomasee, Tim Tyler, Rich Wilson

**Meeting was called to order:** By President Pat Newbern at 11:50 a.m.

**Minutes:** Rich Wilson made a motion to accept the board meeting minutes of September 29, 2009 and the minutes of the October 2, 2009 General Meeting. Seconded by Tim Tyler. Motion carried.

**Financial Secretary's Report:** Donna Crock presented the October 2009 Treasurer's Report with checking account deposits of \$503.80, disbursements of \$1,628.13, with a balance of 5,866.17. Including Term Share accounts investment and savings balances ending October 21, 2009 the balance was \$17,428.81

Donna reported that we received a Business Annual Report reminder from the Secretary of State. Pat will respond.

**Education:** Barb Thomasee reported she will be sending scholarship information to the schools.

**Membership:** Tim Tyler reported there are seven memberships that have expired or are due to expire in November. Stacey Maestas said she was renewing but has not yet. Mark Brown and Lisa Hastings will be renewing. Kathy Levasseur has applied for the Tony Award.

**Programs:** Wendy Kinkade reported the November meeting is set up. The November 10, 2009 meeting will be a presentation on the On-Line Licensing System by Richard Reynders, Wyoming Game and Fish Department at Uncle Charlies. There was discussion regarding the December meeting. Bob Curtis was getting information on the Atlas Theater but was not at the meeting so no decision was made. Wendy will check into Echo Star for the January meeting.

Wendy reported that the Oak Tree Inn has a meeting room and Penny's Diner will cater to the meeting room.

Pat reported she received an e-mail from Kristy Anderson, she has reserved the Community House for March 9<sup>th</sup> and 10<sup>th</sup> 2010 for the spring seminar. Rich suggested

Valley Reconstruction (disaster recovery) as a possibility for the May meeting. There was discussion on possibly a SHRAB presentation for the April (RIM Month) meeting.

**Newsletter:** Mary Bausserman reported she is ready to go for the newsletter and asked board members when they would like it to go out. It was decided she would send it out after the board meetings.

**Website:** Donna Crock reported the website is updated.

### **Old Business:**

**Re-Cap:** Rich Wilson presented a recap of the October 2' 2009 disaster workshop. We received many good comments.

**Charities:** Pat Newbern reported she talked to Leslie with Adopt a Soldier. The soldiers have all been adopted; however they have another program for Christmas Packages. The chapter can coordinate with Leslie and prepare boxes to send to soldiers for Christmas. There was discussion on getting donations for the boxes. Wendy Kinkade reported that the Toy Run did not do well this year because of bad weather so they are in need of additional toys. Maverick Cycle and Midas are offering door prizes for those who donate. After discussion it was decided we could donate toys to the drive and if the chapter wins a prize it could be used as a door prize at the seminar.

Donna Crock made a motion to prepare packages for soldiers, donate to the toy run and collect canned goods for Needs for our charities. Seconded by Mary Bausserman. Motion carried.

Donna made a motion to give \$25 to an outlying chapter member to make a donation to a charity of their choice. Seconded by Tim Tyler. Motion carried.

**2010 Chapter Seminar:** Pat Newbern reported she talked to many people at the ARMA Conference regarding Social Networking, however has not found a speaker on the subject at this time. Pat has e-mailed Patrick Cunningham but has not received a reply. Pat suggested Marie Allen, CRM, CA, who had been a Records Manager at the White House as a possibility for a speaker. Pat will apply for the region speaker grant. It was suggested that since the economy is not good we reduce the fee for the seminar to \$75 for ARMA members and \$100 for non-members. There was also discussion on having a panel to discuss disasters.

**Re-cap of ARMA Conference:** Pat Newbern gave a recap of the ARMA Conference; she reported it was a much smaller conference but it was a good opportunity for networking. Pat urged members to complete the competencies.

### **New Business:**

ARMA International has an initiative to host all chapter web sites at a cost of \$250 a year per chapter. They are looking for interested chapters.

Donna Crock is trying to get pictures taken at the Conference from Janie Wait for the newsletter.

The next board meeting will be November 24, 2009 at the Department of Transportation, hosted by Tim Tyler, Barb Thomasee and Diane Nyffler.

There being no further business the meeting was adjourned at 1:10 p.m.

**Respectfully Submitted by:**  
**Debbie Leonard**  
**Secretary**