

**WYOMING CHAPTER**  
**Association of Records Managers & Administrators**  
**2618 Van Lennen, Cheyenne, Wyoming**  
**Board Meeting Minutes**  
**AUGUST 19, 2008**

**Note:** These minutes are abridged

**Members Present:** Donna Crock, Pat Newbern, Ramona Christensen, Debbie Leonard, Bob Curtis, Rich Wilson, Wendy Kinkade, Barb Thomasee, Tim Tyler, Mary Bausserman, Deanne Widauf and Connie Rothwell.

**Meeting was called to order:** By President Pat Newbern at 11:34 a.m.

**Minutes:** Ramona Christensen moved to accept the Minutes of the May 20, 2008 Board Meeting and the June 4, 2008 Chapter Year End Meeting. Seconded by Rich Wilson. Motion carried.

**Treasurer's Report:** Ramona Christensen presented the June 2008 Treasurer's Report with checking account deposits of \$15.00, disbursements of \$1,058.89 with a balance of \$5,702.09. Including Term Share accounts investment and saving balances ending May 20, 2008 the balance was \$16,933.43. The July/August 2008 Treasurer's Report detailed checking account deposits of \$245.00, disbursements of \$516.65 with an ending balance of \$5,430.44. Term Share accounts investment and savings balance ending August 2008 was \$16,668.78. Ramona then presented the Year End balance sheet for July 1, 2007 through June 30, 2008 showing checking account deposits of \$8,662.50, disbursements of \$8,967.41 with a balance of \$5,702.09. With Term-share accounts investment and saving balances of \$11,231.38 our Year End Balance as of June 20, 2008 was \$16,933.47.

**Committee Reports:**

**Education:** Barb reported she had received confirmation from Jacqueline Minick (attending Sheridan Comm. College) and enrollment confirmation from Western Wyoming Comm. College for a scholarship recipient. UW will send confirmation of enrollment for our third scholarship recipient. To date, Ramona has written the check for the scholarship recipient attending at Sheridan Comm. College and Western Wyoming Comm. College. Thank you notes from scholarship recipients were passed around.

**Membership:** Tim reported that Rico Childers is a new member of the ARMA chapter. Pat will check to see if Lynn Orester and Michelle Matzkus are going to renew their memberships. Pat asked board members to bring names of prospective new members to the next meeting; she would like to include all state Agency records officers.

**Programs:** Wendy reported the program line up. The September General meeting will be the ARMA International President's visit, September 15<sup>th</sup> at 3:30 p.m. in the SPCR Multipurpose Room. Donna Crock motioned the chapter purchase snacks. Seconded by Ramona Christensen.

Motion carried. October will be either Janie Wait or the new Cheyenne Wind Farm. In November we would like to again host a webinar as a follow-up after the ARMA Conference. Bob Curtis will check to see if we could again use the facilities at his agency. Following discussion it was agreed we would like to again do a Holiday gathering at Donna Crock's house followed with a city trolley tour to look at Holiday lights. The December meeting is tentatively scheduled for Dec 12 (Friday evening). Wendy will check on the trolley schedule. Other possible programs include Game & Fish On-Line Licensing Program, Rawhide Energy Station, and the new Cheyenne Wind Farm next year. The annual seminar will be in March.

**Newsletter:** Deanne reported she is waiting for Pat's picture and Pres Talk.

**Website:** Donna reported the website is updated and she will include information about the September meeting on the website.

### **Old Business:**

**Leadership Conference:** Pat reported that the chapter submitted a speaker grant, however we were not chosen to receive one last year. She will submit another grant application before January. At the leadership conference in St. Louis our chapter was awarded a free \$200.00 registration. Bob Curtis reported on the Regional Leadership conference held in St. Louis. He related that we learned other chapters have very similar problems, including membership. He thought it was a very interesting conference with good networking. Rich then presented the Small Chapter Hall of Fame Award that was received at the conference to Donna Crock. It was with Donna's leadership that our Chapter was the first to offer a Webinar Format for two of our General Meetings. Other innovative ideas included the candy bar wrappers we used during RIM week. Rich reported the Chapter PowerPoint reports were informative but too lengthy. Pat then spoke about the Murder Mystery Theater everyone attended, which was great fun. Next year's leadership conference will be in the Ft. Collins area with the 2010 conference to be hosted in Montana. Our Chapter has offered to assist with the 2008 Leadership Conference to be hosted by the Northern Colorado Chapter. More to follow at a later date on the 2009 Leadership Conference.

**Audit:** Rich reported he and Kristy Anderson completed the year-end Audit with everything in order. IRS 990 paperwork has been completed and submitted to Headquarters.

**Charities:** Donna suggested several possibilities for donations: Devon Barnhart, a victim of a terrible house fire; And Community Care Concepts, an organization that helps families rebuild their homes. Donna will forward articles about the fire to board members. A discussion followed regarding outlying members choice of a charity. No action was taken at this time.

**Seminar:** Donna and Rich suggested that those who will be attending the ARMA International Conference in Las Vegas look for a speaker for our March seminar, and if one or more of the speakers are really outstanding, to please talk with them and check to see if they would consider coming to Cheyenne to speak at our Annual Seminar. Following discussion, it was agreed we again use the Kiwanis Community House and that we include a place on the registration form for

special needs (food). Wendy will check availability for the Kiwanis Community House for March, 2009.

**Secretary of State Registration:** Bob Curtis reported the chapter name was officially changed with the Secretary of State to Wyoming Chapter of ARMA International in May of 2008. This change brings our Chapter name to be correct as per our By-laws.

#### **New Business:**

**Workshop with Jason Baron:** Rich described Jason Baron's background and credentials (Director of Litigation, National Archives and Records Administration-NARA), and what a great opportunity we have to offer this workshop in conjunction with the office of the State Attorney General and office of CIO. There are currently 146 people registered for the workshop. This half-day workshop will be a great opportunity for exposure of our Chapter and ARMA International. In addition, senior leadership will attend a breakfast with Jason prior to the workshop. Each attendee will receive a copy of our updated Chapter brochure. Following discussion, Bob Curtis moved to expend up to \$300.00 for this workshop. Seconded by Ramona Christensen. Motion carried. Rich Wilson moved for the Chapter to share the expenses of John Frost's visit in September with Mile High and Northern Colorado Chapters. Seconded by Bob Curtis. Motion carried.

**Tony's Retirement:** Rich reported that he sent an E-mail to the Records List-Serve stating "Tony Adams Rides Into The Sunset". September 26<sup>th</sup> will be Tony's official last day of work. Activities slated for Tony's retirement include: A dinner hosted by Archives staff in honor of Tony, Tuesday September 23<sup>rd</sup>. SPCR will host a reception in honor of Tony, Friday, September 26<sup>th</sup> in the Multi-Purpose Room of the Barrett Building from 1:30 p.m. to 3:00 p.m. State Parks & Cultural Resources has purchased a tree to be planted outside the building with a plaque honoring Tony. There will also be an Open House on Saturday, September 27<sup>th</sup>, from 11:30-1:30 at the Kiwanis Community House. Following discussion, Bob Curtis moved to donate \$100 for a gift and \$100 toward food for the September 27<sup>th</sup> event. Seconded by Rich Wilson. Motion carried.

**\$Bill Update:** Donna gave an update on Bill Ptacek, our Region Leadership Treasurer. Bill is battling a reoccurrence of cancer and she and Rich purchased a card and a package of cards and socks with horses on them to send to him. Donna Crock moved we reimburse Rich for the purchases for Bill. Seconded by Ramona Christensen. Motion carried.

**ARMA Conference:** Following discussion, everyone was asked to come up with ideas for the Silent Auction, which will need to be taken to the ARMA International Conference in Las Vegas in October. More on this at the next meeting. Tim will check on new license plates.

**New Member Scholarship:** Following discussion, Barb Thomasee moved we offer a "New Member Scholarship" for a prospective new member whose agency or employer will not assist with their dues. The recipient of this dues scholarship must agree to be an active member of the Seminar Committee. Seconded by Tim Tyler. Motion carried. Donna has a sample form the

Mile High Chapter has used, and she will adapt it for our chapter and E-mail it to the board.  
Mary Bausserman suggested we call this "The Tony Award".

There being no further business the meeting was adjourned at 1:11 p.m.

Next board meeting will be September 23<sup>rd</sup>, 2008 at the Archives Conference Room.

Respectfully submitted by:  
Debbie Leonard,  
Secretary