

WYOMING CHAPTER
Association of Records Managers & Administrators
2618 Van Lennen, Cheyenne, Wyoming
Board Meeting Minutes
February 24, 2009

Note: These minutes are abridged.

Members Present: Mary Bausserman, Ramona Christensen, Donna Crock, Wendy Kinkade, Debbie Leonard, Pat Newbern, Connie Rothwell, Barb Thomasee, Deanne Widauf, Rich Wilson

Meeting was called to order: By President Pat Newbern at 11:31 a.m.

Minutes: Rich Wilson moved to accept the amended board meeting minutes of January 27, 2009 and the minutes of the February 10, 2009 General Meeting, Seconded by Donna Crock. Motion carried.

Treasurer's Report: Ramona Christensen presented the February 2009 Treasurer's Report with checking account deposits of \$5,188.00, disbursements of \$192.57 with a balance of \$9,152.80. Including Term Share accounts investment and savings balances ending February 24, 2009 the balance was \$20,552.82.

Education: Barb reported we have received one scholarship application. She contacted Rita Watson, Department of Education, and Rita will send a memo with scholarship information to the superintendents.

Membership: Connie reported that Tim contacted Janie Wait, Lynn Hudson and Andrea Valdez about renewing their memberships. Lynn Hudson will not be renewing. There are presently 38 Wyoming chapter members.

Programs: Pat reported that the March 11th chapter meeting will be the seminar with speaker John Isaza. The April meeting is tentatively planned for a presentation of Covey's 7 Habits of Success. The date has not been determined. Donna suggested a financial wellness presentation on identity theft with a local perspective for a meeting. Wendy will see about reserving Uncle Charlie's or the Plains Hotel for the April meeting. The May meeting

will be a partnership meeting with the Northern Colorado Chapter at the Rawhide Energy Station Thursday, May 14, 2009, at 3:00 p.m. It will be a tour of the new climate controlled records center. Rich will check on a vehicle.

Donna reported that she talked to the catering department of the Plains Hotel and they are willing to let us use a room free of charge for meetings. She is planning the June banquet at the Plains and will check the available dates. The Plains provided a sample menu for the banquet which included a salad, potato, an entrée, coffee/tea and dessert. There was discussion about the chapter paying a portion. No action was taken.

Newsletter: Deanne reported she is waiting for Pres Talk and she is not decided what she will do for the new member section as the new members have all been featured.

Website: No report.

Old Business:

Seminar: Pat reported that Kristy should be receiving the seminar handouts this week. She will get them to Barb for copying. Set up for the seminar will be March 10th at 5:00 p.m. Kristy will bring the evaluations. She may need help filling the goodie bags. Pat will add professional points pre-approval on the certificates.

Donna purchased a thermometer and a rain gauge for door prizes. There was discussion on additional door prizes. Donna Crock moved to purchase 2 MP3 players and 4 license plates from WYDOT for additional door prizes. Seconded by Mary Bausserman. Motion carried. Donna will purchase 2 MP3 players and DOT will provide 4 license plates at \$5.00 each that will be personalized and sent to the winners. Rich will purchase a book from the Museum Store and Barb will provide a personalized license plate from DOT for the speaker's gifts.

Donna reported there is only one microphone in the Community House and the speaker has requested additional microphones. The Public Service Commission has a portable system that they will provide. Donna will test the system before the seminar. Donna's supervisor asked if the Public Service Commission could receive a reduced rate since they are supplying

the system. After discussion Rich Wilson moved to allow one reduced (\$55) registration for the seminar. Seconded by Connie Rothwell. Motion carried.

Donna listed the donations she has received and discussed potential contacts for silent auction donations. Board members were asked to solicit donations and report to Donna.

New Business: Pat reported that she and Donna attended the Mile High Chapter meeting February 10th. At their meetings they recognize the board members and encourage members to join the board.

The next board meeting will be March 24, 2009 at the City Building, hosted by Wendy.

There being no further business the meeting was adjourned at 1:08 p.m.

Respectfully Submitted by:
Debbie Leonard
Secretary