

WYOMING CHAPTER
Association of Records Managers & Administrators
2618 Van Lennen, Cheyenne, Wyoming
Board Meeting Minutes
January 27, 2009

Note: These minutes are abridged.

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

Meeting was called to order: By President Pat Newbern at 11:41 a.m.

Minutes: Donna Crock moved to accept the General Meeting minutes of the December 16, 2008 with the amendment that the incorrect date to be changed and corrected to December 16, 2008, and the December Board Minutes be accepted as is. Seconded by Barb Thomasee. Motion Carried.

Treasurer's Report: Ramona Christensen presented the June 2008 Treasurer's Report with checking account deposits of \$1,698.37, disbursements of \$898.04 with a balance of \$4,157.37. Including Term Share accounts investment and savings balances ending January 27, 2009 the balance was \$15,553.43.

Committee Reports:

Education: Donna will send e-mails to the High School principals. Barb will call Rita Watson (Dept. of Education) and ask her to send a superintendent's memo with scholarship information.

Membership: Tim reported that he was not able to get into the ARMA website to check membership. Following discussion about membership, Pat explained she sent a welcome e-mail to the new ARMA International '99 listed members' from Ft. Washakie, WY (including our Seminar brochure). There are now 7 '99 listed' Wyoming ARMA International members that are not Chapter members.

Tony Award: Tim Reported there are no new applications. Following discussion, Donna Crock moved to approve the Tony Award be awarded to Donna Wright, which will pay the International & Chapter dues upon renewal (September 2009). Donna Wright has agreed to assist with the seminar and this will be asked for the 2010 seminar. Seconded by Tim Tyler. Motion carried. Tim will send Donna Wright a letter to advise her being awarded the Tony Award and thanking Donna for her participation.

Programs: Wendy reported the February General Meeting will be held at the Barrett Building Multipurpose Room (2301 Central Ave), February 10, 2009. Speaker will be Paul Knett from the City-County Health Department speaking on the Pandemic Flu.

Following discussion it was agreed Olive Garden would cater lunch at a cost of \$10 per person. Pat and Ramona will provide desert. Donna Crock will purchase the water. March will be the seminar with April observed as RIM month (RIMM). Pat will check if there will be a RIM Week observation with State Archives. Other program options brought up include the new St. Mary's School and Warren Federal Credit Union. May is tentatively the Rawhide tour. Donna will plan the June meeting.

Newsletter: Deanne reported the newsletter is coming along fine. She is awaiting several updates including the Pres. Talk from Pat.

Seminar: Pat reported the Seminar Committee met and most everything is on schedule. The speaker's itinerary is tight so he will not arrive until late the evening before the seminar and needs to leave Cheyenne at 5:00 pm immediately after the Seminar. Ideas for vendors' participation included asking for donations for goodie bags. Donna asked for suggestions for door prizes. Some ideas were a digital key chain or a digital picture cube. Please e-mail Donna with any suggestions you might have. Following discussion for the silent auction, Donna asked Board members to communicate to her as to where you may go for donations, to avoid duplication of efforts.

New Business:

There was discussion to locate and pass on the boxes for Chapter officers. No action was taken at this time.

The next board meeting will be February 25, 2009 at the City Building, hosted by Wendy.

There being no further business the meeting was adjourned at 1:00 p.m.

Respectfully Submitted by:
Debbie Leonard
Secretary