

**WYOMING CHAPTER**  
**Association of Records Managers & Administrators**  
**City of Cheyenne, 2101 O'Neil, Cheyenne**  
**Board Session Minutes**  
**March 24, 2009, 11:45 am**

**Please Note:** These minutes are abridged.

**Members Present:** Ramona Christensen, Donna Crock, Wendy Kinkade, Pat Newbern, Bob Curtis, Tim Tyler, Mary Bausserman, Barb Thomasee, Rich Wilson, and Kristy Anderson, Seminar Chairperson.

**Members Absent:** Debbie Leonard and Deanne Widauf.

**Meeting was called to order:** By President, Pat Newbern at 11:45 a.m.

**Minutes:** Bob Curtis made a motion to accept the Minutes of the February 24, 2009 Board Meeting and the March 11, 2000 Chapter Meeting (Seminar). Seconded by Mary Bausserman. Motion carried.

**Treasurer's Report:** Ramona Christensen presented the March 2009 Treasurer's Report with checking account deposits of \$8,771.75, disbursements of \$5,272.74 with a balance of \$12,651.81. Including Term Share accounts investment and saving balances ending March 24, 2009, the balance is \$24,051.83.

**Committee Reports:**

**Education:** Barb reported we had received two applications for our scholarships. The deadline for applications is April 1<sup>st</sup>. The registrars for the community colleges and UW have been notified as well as the high school counselors.

**Membership:** Tim reported that we have one new member, Brenda Williams, Sheridan, Deputy City Clerk. We currently have 37 members. Due to database errors, ARMA headquarters has not been able to produce the 99 listing, unaffiliated members listing.

**Programs:** Wendy reported the next meeting would be April 14, 2009. The program will be a presentation by Jeremy Hamilton, Warren Federal Credit Union, on Identity Theft. We will be meeting at Uncle Charlie's, 6001 Yellowstone, Cheyenne, WY.

The May 14<sup>th</sup> program will be a joint meeting with the Northern Colorado Chapter. We will go on a tour of the Rawhide Energy Station records center. This meeting will be on a Thursday and will be an afternoon meeting from 3:00 – 4:30 pm.

**Newsletter:** No report.

**Website:** No report at this time.

**Old Business:**

**March Seminar 2009:** The Board stated the seminar was one of the best in recent memory and thanked Kristy and her committee for their hard work. Kristy put together a spreadsheet of the seminar surveys. These were very positive. Mr. Isaza requested permission to use some of the survey comments in his future promotions. We had 101 attendees. The Silent Auction was a

success with \$1,506.75 received for our scholarship program. The revenues from the seminar were \$7,506.12. Most of the attendees receive information about the seminar from e-mail and brochures. The caterer did a very good job and included healthy snacks for the breaks. Tim motioned that we give a \$25.00 Positively Cheyenne card to the soundman, Don Biedermann. Don did a very good job and spent a number of hours helping the seminar. Bob seconded the motion. Motion carried.

**Midwest-Rocky Mountain Leadership Conference – 2009:** The conference will be hosted by the Northern Colorado Chapter in Estes Park, July 12 –15, 2009. Our chapter has been asked to help. Northern Colorado needs help with registration and possible give-a-ways with a western theme. The registration for the conference is \$200.00. Pat would like those board members interested in attending to please e-mail her. Pat will provide the board members with more information in the near future.

**New Business:**

**RIM Week activities:** Rich reported that due to the Governor's Art show taking up the Museum's multi-purpose room and the main entrance to the Barrett building, Records Management will be putting up a display in the Archive's Research room. Pat recommended our chapter purchase candy bars and put RIM Week wrappers on them. The candy bars could be for delivered to users of the State Records Center. Kristy said she would give some out to city employees who deal with records. Donna motioned the Chapter purchase the necessary candy bars for the promotion. Mary seconded the motion. Motion Carried.

**2009 – 2010 Board membership:** Donna is looking for people who would be interested in becoming a member of the Board. If you are interested, please contact Donna and let her know how you would like to serve our chapter.

**Chapter Dues:** The Board determined that we not change the Chapter dues this year.

**Leadership Academy:** Pat reminded the Board that if they wanted to take the online leadership classes they should start soon. The classes should be completed by June.

The next board meeting will be April 28, 2009 at Donna Crock's home, 2616 Van Lennon, Cheyenne, WY.

Respectfully submitted:  
Rich Wilson  
Assistant Secretary