

WYOMING CHAPTER
Association of Records Managers & Administrators
Dept. of Transportation 5300 Bishop Blvd.
Board Meeting Minutes
November 25, 2008

Note: These minutes are abridged

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

Meeting was called to order: By President Pat Newbern at 11:44 a.m.

Minutes: Bob Curtis moved to accept the Minutes of the October 28, 2008 Board Meeting and the November 11, 2008 Chapter Meeting. Seconded by Mary Bausserman. Motion carried.

Treasurer's Report: Ramona Christensen presented the November 2008 Treasurer's Report with checking account deposits of \$132.00, disbursements of \$167.34, and a balance of \$3,897.99. Including Term Share accounts investment and saving balances ending November 25, 2008 the balance was \$15,203.51.

Committee Reports:

Education: Barb reported that she sent scholarship information out to the colleges.

Membership: Tim reported two membership renewals, Teresa Weinhandl and Donna Bauer. He has sent e-mail to those whose membership will expire the end of November. There are 2 applicants for the Tony Award, Laura Jackson from Laramie and Donna Wright. Tim will contact Donna to see if she is still interested and can help with the seminar. The selection for the Tony Award will be made at a later date.

Programs: Pat thanked everyone for the generous donations of food and coats collected at the November Chapter Meeting, and for all the help with the webinar. Bob Curtis related the Dept. of Employment will pay for the cost of the Webinar. Following a discussion for a Webinar follow-up survey, it was agreed not to send one out at this time. For the Chapter Christmas Party, it was agreed to have an ornament exchange after the trolley ride. We are to meet at Donna's house at 6:00 p.m., December 12, 2008. The trolley will pick everyone up at 7:00 p.m. Wendy related the January 13, 2008 Chapter Meeting will be at Uncle Charlie's in the loft with Ken Lewis giving a presentation on the Happy Jack Wind Farm. Lunch is to be ordered off the menu R.S.V.P.ed to Wendy. Our February 10th General meeting is tentatively set with Paul Knett from the Department of Environmental Health. This meeting will be at the Multi-Purpose room of the Barrett Building. March will be the seminar. Donna suggested having a RIM webinar with possibly the Colorado and Montana Chapters for the April meeting since April is RIM month, with Pat checking with the other chapters in our region. The May meeting will tentatively be the Rawhide Energy tour in partnership with the Northern Colorado Chapter. Rich volunteered to reserve a van for this trip.

Newsletter: Deanne reported she is waiting for Pres Talk. She will do another page in the newsletter on \$ Bill with pictures that Donna took on the trip to see him.

Donna gave a report on her and Paula's visit to Bill and Susan Ptacek. Donna purchased a digital picture frame and added pictures for Bill and she and Paula purchased various food items for the Ptaceks. Bob Curtis moved to give Donna \$250 for her expenses. Seconded by Mary Bausserman. Motion carried.

Website: Donna will update the website.

Old Business:

Speaker Grant: Pat reported she has sent the speaker grant to Sheila.

Chapter Charity: The Chapter received a thank you note from the Sweetwater County Hospice for the outlying charity donation. Following a discussion on Jason's Friends Foundation (a support group for cancer patients and their families). Bob Curtis moved to provide for 1 family for the holidays. Seconded by Ramona Christensen. Motion carried. Donna will follow up with this possible assistance to a family in Cheyenne.

Seminar: A draft for the 2009 Seminar brochure was discussed. The brochure will be sent out by January. The City of Cheyenne will copy the brochures, Donna will print the address labels, Archives will print badges and certificates, Laramie County will pay postage, Transportation will print handouts per Mr. Isaza, and SHRAB has approved \$1,000.00 sponsorship for the seminar.. The speaker contract has been signed. Pioneer BBQ will do catering for lunch and breaks. There was discussion on door prizes and suggestions of a personal shredder and digital picture frame, with no action taken at this time.

Leadership Conference: Pat reported there is a need for sponsors for the conference. More information will be shared as we receive it.

New Business:

2008-2009 Midwest-Rocky Mountain Region assessments were received from Sheila, our Region Manager. Chapter assessments are \$3 per member. Ramona reported she sent the check for \$114 for 38 members. Bill Stark is our new region treasurer.

Next board meeting will be December 16, 2008, hosted by Ramona at DEQ Land.

There being no further business the meeting was adjourned at 1:05 p.m.

Respectfully submitted by:
Debbie Leonard,
Secretary