

WYOMING CHAPTER
Association of Records Managers & Administrators
2100 Pioneer Ave., Cheyenne, Wyoming
October 28th 2008

Note: These minutes are abridged.

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

Meeting was called to order by: Pat Newbern, President at 11:43 a.m.

Minutes: Rich Wilson moved to accept the Minutes of the October 14, 2008 Chapter Meeting. Seconded by Ramona Christensen. Motion carried. Donna Crock moved to accept the Minutes of the September 23, 2008 Board Meeting. Seconded by Rich Wilson. Motion carried.

Treasurer's Report: Ramona Christensen presented the September 2008 Treasurer's Report with checking account deposits of \$286.00, disbursements of \$538.36 with a balance of \$3,933.33. Including Term Share accounts investment and saving balances ending October 28, 2008 the balance was \$15,238.85.

Committee Reports:

Education: Barb reported the scholarship application as available on our website has been amended to allow for typewritten/computer generated or neatly hand written formats. A checklist was also added. Applications must be postmarked by April 1, 2009. Information will be sent out next month to the high schools, UW and Wyoming Community Colleges.

Membership: Tim reported two applications have been received for the Tony Award to date. Tim will contact current members whose membership is coming due and who may not have yet renewed.

Programs: Wendy reported that the next meeting would be November 18th, It will be a **Webinar** to Re-Cap the ARMA International Conference recently held in Las Vegas. Texas Roadhouse will cater lunch at \$6 per person (includes pulled pork, green beans, rolls and salad). Donna and Bob will coordinate the Webinar. Attendees will need to RSVP to Donna for Login. Pat asked who would be willing to do a Power Point presentation at the Webinar and Rich, Bob and Ramona will do a presentation. Donna will ask Janie Wait if she will also do a presentation. For January, 2009 - Wendy will set up a presentation of the Happy Jack Wind Farm. The January meeting will be held in the loft at Uncle Charlie's. Wendy will check with the City-County Health Dept. to schedule a presentation on the Flu Pandemic for the February

meeting. The March meeting will be the Seminar, with Game & Fish possibly for April, and either Rawhide Tour or Wal-Mart Distribution Center for May.

Newsletter: Deanne received a Thank You from Tony, which will be put in the Newsletter. Donna will send Deanne pictures from the ARMA conference and if anyone else has pictures please E-Mail them to Deanne.

Website: Donna will update the Website.

Old Business: Speaker Grant: Pat reported she will complete and send the Program Grant to Sheila Isaccson, Region Manager before Jan. 1st

Chapter Charities: Following discussion it was determined Rock Springs is next in line for Out-Lying charity funds this year. Donna Crock moved to give a \$50 donation to the charity of choice to be determined by Lynn Orester of Rock Springs. Seconded by Rich Wilson. Motion carried. Rich suggested having a canned food drive, as the Salvation Army and Needs are short on food. We will include the food drive in conjunction with the Webinar and Deanne will include information in the newsletter.

Ramona reported she received thank you cards from Devin Barnhart's family and the Cheyenne Animal Shelter.

March 2009 Seminar: Seminar Chairman, Kristy Anderson passed out presentation options from John Isaza, and asked that we decide on topic(s) for the morning session.. After discussion, it was agreed to have "Spoliation & Legal Holds: Identifying Triggering Events" and "The Digital Haystack: Technological Challenges Affecting RIM in the morning with the Mock Trial in the afternoon. Pat will put the brochure together. Kristy will check with the City to copy the brochures; Tim related Dept. of Transportation will copy the handouts; Kristy will check with the County for the postage and Donna will prepare the address labels. Kristy has reserved the Community House and will check for catering the breaks and lunch. It was suggested to request chicken, beef and to have a salad available for vegetarians. Rich will follow-up on CLE credits and Kristy will check on CRM, Clerks & others. It was agreed registration would remain at \$100 for ARMA members and \$135 for non-members. Rich will check with the Attorney General and SHRAB for assistance with the seminar. Rich also reported badges and certificates will be printed by Archives. Mary and Deanne volunteered to help Donna with the Silent Auction. All board members were asked to solicit donations for the Silent Auction. Kristy will finalize the speaker contract and asked that the brochure draft be available for the November board meeting with the brochures to be mailed out in January.

December Holiday Gathering: The Holiday Party will be December 12, 2008. We will meet at 6:00 p.m. at Donna Crock's house, 2618 Van Lennen. Cost will be \$12 per person this year (Includes cost for the Trolley). Everyone's asked to bring an appetizer and a dessert will be provided. The Trolley will pick everyone up at 7:00 p.m. to tour the Cheyenne Holiday lights.

ARMA Conference: Donna thanked Rich and Bob for taking the silent auction items to the conference. Rich reported the winning bid was \$35-\$40. Bob briefly spoke about his impression and enjoyment of his first conference and felt the networking was great. Everyone who attended agreed the sessions were very good.

New Business:

Midwest-Rocky Mountain Leadership Conference – 2009: Pat reported that the Leadership Conference will be hosted by the Northern Colorado ARMA Chapter and will be held in Estes Park July 12-15, 2009 at the Stanley Hotel. The Wyoming Chapter has agreed to assist with the conference.

Next board meeting will be November 25, 2008 at the Department of Transportation, hosted by Tim and Barb.

There being no further business the meeting was adjourned at 1:25 p.m.

Respectfully submitted by:
Debbie Leonard, Secretary