

**WYOMING CHAPTER**  
**Association of Records Managers & Administrators**  
**2301 Central Avenue (Archives Conference Room) Cheyenne, Wyoming**  
**Board Meeting Minutes**  
**SEPTEMBER 23, 2008**

**Note:** These minutes are abridged

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

**Meeting was called to order:** By President Pat Newbern at 11:40 a.m.

**Minutes:** Bob Curtis moved to accept the minutes of the August 19, 2008 Board Meeting, seconded by Deanne Widauf. Motion carried. Donna Crock moved to accept the minutes of the September 15, 2008 Chapter Meeting. Seconded by Ramona Christensen. Motion carried.

**Treasurer's Report:** Ramona Christensen presented the September 2008 Treasurer's Report with checking account deposits of \$45.00, disbursements of \$1,289.75 with a balance of \$4,185.69. Including Term Share accounts investment and savings balances ending September 23, 2008 the balance was \$15,424.03

**Committee Reports:**

**Education:** Barb reported that she will announce scholarships starting in October. Ramona Christensen moved to offer one additional \$500 scholarship. Seconded by Donna Crock. Motion carried. The deadline for applications will be set for April 1<sup>st</sup> and Donna will update the website.

**Membership:** There is one new member, Donna Wright, from Retirement.

**Programs:** Wendy reported the program line up. The October meeting will be Janie Wait giving her ARMA Conference presentation October 14, 2008, 11:30 a.m. at Uncle Charlie's. Pat will scan and send the menu so we can pre-order off the menu. Bob Curtis will check on the availability of the CBC Conference Room for a webinar in November. The contract for the trolley for the December meeting has been signed and returned. The meeting will be at 6:00 p.m., December 12, 2008 at Donna Crock's house. The trolley will arrive at 7:00 for the tour. The trolley can hold 26 people/2 wheel chairs. Wendy will see if we can get the same driver as last year. A suggestion for a future program is a City/County Health Department presentation on the pandemic flu. Wendy will check to see if she can arrange this for the January meeting. Rich is going to visit the Downtown Records Storage to see if that would be a good choice for a program in February. March will be the chapter seminar. We are still waiting to hear from Paula Sutton about the Rawhide Energy tour.

Rich gave a report on the Jason Baron half day program and the Chapter meeting with John Frost.

Donna reported on the plans for Tony's retirement reception. Donna has a DVD with pictures that will be played at the reception. The chapter will provide the food and Pat is getting the cake. The Archives will help with the reception. Over \$200 was collected. Donna will purchase \$100 dollars worth of Positively Cheyenne Gift Certificates and the rest will be used for food for the reception. Donna expressed that more money may be needed for food. Rich Wilson moved that the chapter provide the money necessary to buy food for the reception. Seconded by Bob Curtis. Motion carried. The chapter received a letter from the Botanical Garden that it will take 5 to 6 weeks for the brick that was ordered in Tony's honor to arrive. The letter will be presented to Tony at the reception. Jess Sheely, Janie Wait and Paul Sutton have volunteered to speak at the reception. Connie read a letter from Donna Bauer concerning Tony's retirement. Set up for the reception is at 9:30 a.m. and cleanup must be done by 3:00 p.m., any help would be appreciated.

There was discussion on the chapter donations for the silent auction at the ARMA Conference. Barb will see if Tim ordered the license plate. Wendy provided a Cheyenne pin and Ramona provided a chapter pin. Rich will get a hat, t-shirt or a coffee mug from the Museum Store. Donna showed the Tiger Eye necklace and earring set she had purchased. Pat will look into some posters from the Archaeology Office and Bob will get something from the Brown and Gold Store. Donna needs a complete list of what our donations will be by the end of next week. Rich and Bob will take the donations to the conference.

**Newsletter:** Waiting for Pres. Talk. Donna will get the John Frost pictures to Deanne.

**Charity:** Donna Crock moved to donate \$100 to the Devin Barnhart fund. Seconded by Ramona Christensen. Motion carried. Donations for the outlying chapter member will be discussed at the next board meeting.

Next board meeting will be October 28, 2008. Mary will check on having the meeting in the Board of Public Utilities conference room.

There being no further business the meeting was adjourned at 12:50 p.m.

Respectfully submitted by:  
Debbie Leonard  
Secretary