

**WYOMING CHAPTER**  
**Association of Records Managers & Administrators**  
**State Archives Conference Room**  
**Board Meeting Minutes**  
**May 20, 2008**

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

**Meeting was called to order:** By President Donna Crock at 11:40 a.m.

**Minutes:** Pat Newbern moved to accept the Minutes of the Board Meeting of April 29, 2008 and the May 6 Chapter meeting, Seconded by Tim Tyler. Motion carried.

**Treasurer's Report:** Ramona Christensen presented the May 2008 Treasurer's Report with checking account deposits of \$165.00, disbursements of \$741.51 and a balance of \$6,745.98. Term Share accounts Investment and savings balances ending May 20, 2008 was \$ 17,883.26. Audit Committee appointed to perform annual audit –Rich Wilson and Kristy Anderson.

**Committee Reports:**

**Education:** Waiting on official notification on transcripts so that scholarships can be sent to institutions of recipients.

**Membership:** Tim reported that two individuals had not renewed from the City. Rich will contact Rico Childers to see if he will join. There was a discussion on ideas of how to bring in new members and keep them interested.

**Programs:** Wendy discussed possible programs for the fall including Wal-Mart Distribution Center, Echo Star and. Game and Fish Licensing. September will be the visit from ARMA International. Rich discussed the Awards Banquet on June 4. Reservations by May 28<sup>th</sup>, dinner will be at 6:30 at Sanfords.

**Newsletter:** Deanne stated that she would wait until after the June 4<sup>th</sup> meeting for the final newsletter of the year.

**Web Site:** Donna stated that the by-laws have been updated on the website.

**Old Business:**

**Board Positions for 2008-2009:** Rich reported that the nomination list has been prepared and there are no contested positions for the board.

**Scholarship to Recruit New Members:** Tabled until 2008-2009 chapter year.

**New Business:**

**Leadership Session Ideas for Paula:** Pat suggested that the candy bar be discussed, possibly also to be used on water bottles, in addition present the idea of an assistant in certain positions.

There being no further business the meeting was adjourned at 12:30 pm.

Next Board meeting will be August 19, 2008 at Donna's House.

Respectfully submitted by:

Bob Curtis

Secretary