

Wyoming Chapter of ARMA  
Board Meeting  
February 28th, 2017 11:30 a.m.  
Wyoming Dept. of Transportation

Carolyn Coy, Board President, called the meeting to order at 11:50 a.m.

Board members in attendance: Carolynn Coy, Barbara Thomasee, and Pat Newbern; April Peregoy and Janie Wait via phone conference

Guest Member in attendance: Donna Crock (Registration Chair)

We started off by discussing the Spring Seminar items since Donna had to leave the meeting by 12:30.

Northern Colorado Chapter's Paula Sutton will not be going and picking up seminar speaker Courtney Stone from the Denver airport, so we will deposit Paula's registration fee. Previously, board members had discussed waiving her registration fee if she drove Courtney from the Denver airport to Cheyenne.

Currently there are 37 people signed up to attend the seminar. Pat said she has to get Laramie County Community College the final numbers on March 10th.

Donna & Carolynn suggested doing a later get-together for the night before which would include the board, the speakers and possibly the out-of-town attendees. It was also suggested the chapter only pay for appetizers - Barb & Pat motioned the chapter pay up to \$100 for appetizers, April seconded and it passed unanimously.

Donna said we will need three members to man the registration table. She said she will contact Stephanie Gertken and Geetha Murugesu to see if they will help with the registration table. Donna said she would help and April also volunteered.

Donna asked the board about letting various agencies and organizations that have contributed to the Spring Seminar have free attendees. The board unanimously agreed to let SHRAB have two people attend for free since they contribute funding for the seminar.

Donna said she will print the list of attendees for the check-in table and the door prize slips.

Barb said Tim Tyler with WYDOT will allow any printing of materials that needs to be done for the seminar. Donna said she will send Barb everything that needs to be printed out.

Donna will print out the Tony Award applications.

Carolynn said she will be in charge of the auction stuff along with printing these items. Carolynn said she will contact members Deanna Grimm and Kylie Soden to see if they will help with the auction.

Barb said the license plates that are given as gifts for our speakers are done.

Barb will be going to the store to get treats and water for the goody bags that are handed out to attendees. She will also get tables and the two speaker gift cards (one \$50 card for Andrew and a \$25 one for Courtney). Donna suggested getting a gift card packet for door prizes. Donna also suggested giving away some license plates for door prizes and she said she would print out slips for these. Everyone liked that idea. Barb said between the donated Infolinx and WYDOT bags we have enough goody bags. Janie said she got some Post-it's from Belfore to put in the goody bags. She will bring those to Barb on March 1st, along with some donated tickets from the Casper Events Center for the auction.

Carolynn asked Janie when she wants to speak about her company for her sponsorship and Janie said she would do that in the morning during the 9:45 am time slot.

Barb started her Treasurer's Report by thanking April for catching the absent Jimmy John's lunch charge for the

February 14 general meeting. Everyone looked over the January, February and part of March's reports, but approval was tabled.

April said the chapter's April general meeting with the Wyoming Livestock Board is getting set up.

The board discussed the Professional Development Scholarship and it was decided that board members will look it over and then email/call and discuss it so we can introduce it at the seminar.