

Wyoming Chapter of ARMA
Board Meeting
August 26, 2016, 9:00 a.m.
Wyoming Dept. of Transportation

Note: These minutes are abridged.

Carolynn Coy, Board President, called the meeting to order at 11:33 a.m.

Board Members in attendance: Carolynn Coy (via conference call), Pat Newbern, April Peregoy (via conference phone), Barbara Thomasee, Janie Wait (via conference phone).

Guest member: No guests

Minutes of previous meetings: Pat Newbern moved to approve the May Board and General Chapter meeting minutes. Seconded by April Peregoy. The motion was approved unanimously. June General meeting (Year-end meeting) minutes were tabled.

Treasurers Report: Barb reported as 8/26/2016 there were expenditures of \$1,950.66; revenues of \$90.00 for a balance in checking of \$281.40. CD-A balance was \$5,260.12; CD-B balance was \$2,000.00 with Savings balance of \$2,587.96 (note: \$2,000.00 was moved from CD-B to Savings), for a total 8/26/2016 balance of \$10,129.48.

Committee Reports

Membership: Janie said she is getting the reports from ARMA Headquarters. We currently we have 27 members, albeit several of those are due to move off the roster if their dues is not paid

Education: Pat reported she is still waiting to hear from the registrar to see if the one applicant is registered and if the student's tuition and fees have been paid (i.e., if the Hathaway and other scholarships have paid all tuition and fees). Pat related we need to revise our scholarship criteria and application prior to sending out information about our scholarship program as the verbiage currently does not allow us to pay for anything but tuition and fees.

Programs: Carolynn requested input and ideas for 3 ideas for programs for this year. Following discussion, Janie related she could do October and February (with suggested subjects of a review of the ARMA National Conference; CRM/ICRM; IG; Program management; and Scanning standards). Barb said she would cover November. There were additional suggestions of: Cheyenne Botanical Gardens; AIIM seminar/webinars & speakers; local and state historical society; Wind turbines & wind energy (including new possible taxes); Wyoming Oil & Gas Commission; check with Sinclair members w/possible ideas; E-discovery (John Isaza); and auditing (check w/Dept of Audit).

Following is the tentative monthly General Meeting schedule:

Sept. 20th - Carolynn – AIIM Webinar (location: PSC)

Oct. 11th - Janie – ARMA Conference Review

Nov. 9th – Barb – Wind energy (?)

Dec. - Holiday Get Together

Jan. 10th – April

Feb. 14th – Janie – CRM, etc. poster

March – Annual Spring Seminar

April 11th – Oil Gas / Sinclair ?

May 9th - Barb - ?

Newsletter: April said she would like all items for the Newsletter to be sent to her by the first of each month. Pat brought up concern with our financial report posted each month in our newsletter. She related by having our financial information out there, and per national news and various information sites, that it predisposes us for hacking. Granted we don't have a huge treasury, but anyone can read our newsletters, and it

may be time for us to cease including treasury information in our newsletter, plus our board can view the financial reports on our Google account. A short discussion followed and no action was taken. April related the spotlight this coming month would be with Kristy Anderson. Kristy has been a wonderful supporter of our Chapter and has mentored many of our members. Kristy is a past president of our Chapter and is looking forward to retiring from the City of Cheyenne in September.

Website: Carolynn said she will update the Website with the Seminar information and the Tony Award application and information.

Old Business:

- A. 990 & annual chapter audit – Barb reported Carolynn, Pat and Barb worked on the annual audit in July and that and Barb completed the 990.

New Business:

- A. Janie – ARMA Conference attendance. Regarding assisting Janie to attend the ARMA Conference, Pat moved we approve moving \$2,000.00 from a CD to checking. Carolynn seconded. Motion passed unanimously. The chapter will pay for Janie's registration, ICRM lunch and other ARMA lunch. Janie will cover her travel, lodging and meals.
- B. Blue Account – signatures: Barb & Pat went to Blue to find out about requirements for updating our account signatures. Those staying on and coming on the account need to meet in person at the bank. Carolynn, Barb, and Pat will go to Blue on the 20th after our Sept. general meeting.
- C. Thank You – Barb shared a thank you note to the chapter from Mrs. Tyler (Tim Tyler's mother) for our remembrance of Tim's brother.
- D. Review & update of By-Laws – no action was taken at this time

The Board meeting was adjourned at 10:05 a.m.

The next Board meeting will be held September 27, 2016, 11:30 a.m. at WYDOT.

Respectfully submitted,

Pat Newbern

Chairperson of the Board