

Wyoming Chapter of ARMA
Board Meeting
September 27, 2016, 11:30 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, Pat Newbern (via conference call), April Peregoy (via conference phone), Barbara Thomasee

Guest member: No guests

Minutes of previous meetings: Pat Newbern moved to approve the June & September Chapter general Meeting, August Board minutes. Seconded by April Peregoy. The motion was approved unanimously.

Treasurer's Report: Barb reported balance as of 9/26/2016.

Committee Reports

Membership: We currently have 22 members and probably 2 will be going off due to retirement & 1 quitting their job. Need to review upcoming list and phone follow up with members

Education: Board voted to not issue a scholarship this year. Board discussed that 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. Board discussed to have ideas for verbiage change for upcoming year. The board also discussed revising the scholarship to include CRM testing fees.

Programs: Carolynn requested members fill out spreadsheet in google drive to track meeting topics. April mentioned that the Livestock board could do April and not January. She is following up with Geetha at HP to see if they would be willing to host Jan. meeting

Newsletter: April said she would like all items for the Newsletter to be sent to her by the first of each month. We revisited removing the financial information from the newsletter. Pat motioned to remove the financial information. Barb seconded. Unanimously approved. April related the spotlight this coming month would be with Geetha Murugesu.

Website: Carolynn mentioned the board should think about a backup plan in case we do not have a webmaster. She is looking into options.

Old Business:

- A. *Blue Accounts signers*
 1. All needed signees have been updated

B. Review Scholarship criteria

1. Board discussed that 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. Board discussed to have ideas for verbiage change by next meeting for upcoming year

New Business:

- A. Facebook/LinkedIn accounts
 - a. April presented the idea of a facebook Wyo Chapter ARMA account to post upcoming meetings and other items
- B. Next board meeting and location
 - a. The next Board meeting will be held October 25, 2016, 11:30 a.m. at WYDOT.
- C. Review & update of by-laws – no action was taken at this time

The Board meeting was adjourned at 12:50 p.m.

Respectfully submitted,
Barb Thomsaee