

Wyoming Chapter of ARMA
Board Meeting
October 25, 2016, 11:30 a.m.
Trihydro Corp

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, April Peregoy (via conference phone), Janie Wait (via conference phone)

Guest member: No guests

Minutes of previous meetings: Pat Newbern moved to approve the September Board and General Chapter meeting minutes. Seconded by April Peregoy. The motion was approved unanimously. October general meeting minutes will be reviewed for approval at the next board meeting.

Treasurer's Report: Barb was out due to surgery and there was not an October Treasurer's report given.

Committee Reports

Membership: Janie said she is getting the reports from ARMA Headquarters. We are holding at 23 members.

Education: Pat reported none of the applicants for the scholastic scholarship were eligible per our application criteria because they all have received other funds, including presidential scholarships and Hathaway scholarships, to pay for their tuition, books & fees. A discussion followed as to how we should proceed including a review of scholarship applications April shared from other ARMA chapters. The board concurred we need to revise our criteria for our scholarship(s). No further action was taken at this time.

Programs:

Following is the tentative monthly General Meeting schedule:

Nov. 15 - Barb – Tour of Wyoming State Archives

Dec. - Holiday Get Together – Dec. 17th – Cheyenne Rib & Chop House (beginning at 5:30 P.M)

Jan. 10th – April

Feb. 14th – Janie – CRM, etc. poster

March – Annual Spring Seminar

April 11th – Wyoming Livestock Board

May 9th - Barb - ?

Nov Chapter Meeting: April requested additional information about the meeting to post on Facebook and include in the newsletter. Pat said she would follow up with Barb to get additional information and send out notice.

Spring Seminar: Referring to the September ARMA Conference in San Antonio, Janie said she liked the presentations for "RIM Works with All Groups" and "Long-term Preservation from the Conference". She also liked John Krysa as a presenter. Janie also suggested we set up our seminar so that it includes workshops. This would encourage attendee participation and networking. We need to have a theme and a title by Dec 1st.

Dec Chapter meeting:Carolynn said she would get with Fly Dragon to schedule a date for the Christmas social on either Dec 9th or 16.

Newsletter: April said she would like all items for the Newsletter to be sent to her by the first of each month. April has completed the Chapter Facebook page and April shared that we have 22 likes. April also shared that Bismarck-Mandan ARMA chapter has a Facebook page now instead of a website.

Website: Carolynn has updated the website with photos kindly shared by Donna Crock for the homepage.

Old Business:

- A. Professional Development criteria document
 - a. Create draft for new professional development scholarship based on examples from other chapters
 - b. April related she like the application from Alaska which is primarily geared toward a professional development fund. No action was taken at this time. Carolynn had noted we would review the Alaska fund requirements and create a draft for Wyoming

New Business:

- B. Holiday Charities
 - a. Following a brief discussion, no decision was made for these. The board will bring more information to the next board meeting.
 - i. Regional charity options – ideas for regional
 - ii. Local Cheyenne Charity options

Next board meeting and location:

- a. The next Board meeting will be held November 22, 2016, 11:30 a.m. at WYDOT.

The Board meeting was adjourned at 12:34 p.m.

Respectfully submitted,
Carolynn Coy