

Wyoming Chapter of ARMA
November 22, 2006
WYDOT, 5300 Bishop Blvd., Cheyenne, WY

Board Meeting Minutes

Note: These minutes are abridged.

Carolynn Coy, Board President, called the meeting to order at 11:40 a.m.

Board Members in attendance:

Carolynn Coy, Pat Newbern, April Peregoy(via conference call), Barbara Thomasee, and Janie Wait (via conference call).

Guest Members in attendance: Donna Crock

Minutes of previous meetings:

Pat moved to accept the October Board Minutes, and the November General Meeting Minutes as submitted. Seconded by Janie Wait. Motion was unanimously approved.

Treasurer's Report:

Barb was out during the past month and she will update the last treasurer's reports and email them to the board members.

Committee Reports:

Membership:

Janie Wait said she will contact Kristy Anderson's replacement at the City and see if they are going to be joining our chapter.

Education Report:

Carolynn sent the board a copy of the Wyoming Chapter of ARMA International Professional Development Fund application/requirements. If approved by the board, this will take the place of our college application(s). Carolynn found this on the Alaska Chapter of ARMA website. Carolynn reformatted it and asked the board to look it over, especially the highlighted areas, so we can finalize this and get it on our website. This scholarship/fund can now financially help members that are interested in professional development and taking the CRM testing or other professional development as approved by the board. Deadline for review is the January board meeting.

Programs:

December Holiday Get Together meeting will be at the Rib & Chop House December 17th at 5:30. Pat motioned to reimburse up to \$10 to each member for their dinner. April seconded. The motion was unanimously approved. There will be a unisex gift exchange (pay not more than \$10 for the gift). RSVP to April by December 15th for numbers to attend. You can email her at april.peregoy@wyo.gov or call her at [\(307\)231-3802](tel:(307)231-3802).

The January 10th general meeting is still being planned/set up - possibly at the Wyoming Highway Patrol. Please check the newsletter and/or website for finalized information.

Newsletter:

April said we got 25 likes on our Facebook page. April would like all info to her by Dec 1st to put on Facebook and in the newsletter. She would also like to put the pictures that were taken at the November general meeting on our Facebook page & in our newsletter, but she's not sure about rules about using people's pictures - Pat said she would contact all the non-members that attended and hopefully get their approval.

Webmaster:

Carolynn said she will update the website (take off the scholarship application, etc).

Old Business:

Board members are to review the new "Professional Development Fund" and have it finalized by the January board meeting.

New Business:

Barb thanked everyone for the beautiful flowers she received while she was recovering from surgery.

A holiday charity was not finalized (will have to be done via email). Pat said she will retry to make contact with the member in Freedom, so they can pick out the "outlying" charity donation.

Spring Seminar:

Janie suggested John Krysa be one of the speakers at our spring seminar. A couple of topics that we are looking at is, "Operating in Lean Times & Implementing Retention Schedules." Pat said she will call John to see if he can come speak, and when he can come. Pat said she will contact Susan Cisco to see if she can also come and speak. Donna said she will be happy to help - she sent out the seminar checklist. Janie will call various vendors to see if they will be sponsors (possibly a Gold, Silver, Bronze sponsorship table). Carolynn has again agreed to do the silent auction. Donna will do the registrations and Barb will do the goody bags along with any copying.

The Board meeting was adjourned at 12:55 p.m.

The next Board meeting will be held on December 27, 2016 at WYDOT.

Respectfully submitted,

Barbara Thomasee - Treasurer