

WYARMA Board Meeting  
Tuesday, January 23, 2018  
WYDOT Conference Room

Attendees: Carolynn Coy, Pat Newbern, April Peregoy, Barb Thomasee, Stephanie Gertken

Guest attendees: Donna Crock

President Coy called the meeting to order at 11:35 a.m.

Vice-President Peregoy added to the January chapter meeting minutes. Chairperson of the Board, Newbern motions to approve January chapter and December board minutes as amended; second by Treasurer Thomasee; unanimously approved.

Newbern motions to approve VA donation increase to \$65; second by Secretary Gertken; unanimously approved.

Group discussion of donation for Kristy Anderson's mother's memorial. Newbern motions to donate \$25 to Animal Shelter of Estes Park. Unanimously approved.

Thomasee reviewed Treasurer's reports for November, December and January and scholarship account balance for November and December.

Membership: ARMA International no longer sending membership information by email. Members can check the website for real time membership data.

Upcoming Chapter Meetings:

- February – State Library reserved 2/13/18
- March – Seminar 3/13/18
- April – Botanical Gardens
- May – Discussed ideas for meeting. Peregoy will look into requirements for AFB tour.

Spring Seminar:

- All contracts are signed.
- Mark Adams' hotel is scheduled for one night and the food is arranged.
- Bill Bradford confirmed for opening remarks and panel moderation
  - Presentation on ARMA benefits.
  - No charge to speak.
- Discussed speaker gifts. Seminar Committee Member Crock will email speakers to see what they would like on their gift plates.
- Seminar Expenses:
  - Newbern moved all Seminar expenses be paid as they come about. Crock amended the motion to include that all additional or unexpected expenses be brought to the group for approval. Motion unanimously approved.
- Discussed seminar brochure. Peregoy will make discussed edits.

- Speakers have been asked to contribute questions for panel discussion. Group discussed sending a request to Seminar registrants for further panel question recommendations.
- Gertken will upload any Seminar registrations to the Google Drive folder and update the registration spreadsheet.
- Grant app is set up, just needs final touches and the brochure.
- Discussed potential speaker dinner/meet and greet.

Website: Coy spoke with website people and it is okay for us to pay in six month increments. Newbern moved to pay charge for six months of service to Wyoming Network for web posting. Unanimously approved.

ARMA website:

- New chapter member/group sections.
- Groups for members only.
  - Custom pages may facilitate outside user access.
- Meeting agenda contains link to guidance documents which go through how to manage.
  - Board members should understand how groups work because this is how notifications (chapter/regional membership lists, etc.) will be delivered.

Action items:

- Consider ideas for June end of year chapter meeting.
- Start contacting businesses and others for donations; update the spreadsheet as potential donor are contacted.