

Wyoming Chapter of ARMA
Planning/Board Meeting Minutes
WYDOT Meeting Room
Tuesday, August 22, 2017

Board Members:Carolynn Coy, Stephanie Gertken, Geetha Murugesu, Pat Newbern, April Peregoy, Barbara Thomasee, Janie Wait,

Guests: Paula Sutton, ARMA Region Advisor

The meeting began at 11:30 a.m.

The meeting began with a review of the meeting agenda, available in the chapter Google Drive.

President Carolynn Coy recapped a recent ARMA Leadership meeting with contributions from ARMA Region Advisor Paula Sutton. Highlights of the meeting include:

- ARMA offering a student membership again
- ARMA reworking their website and looking to rebrand: increasing social media emphasis, training efforts, focus on developing tools to support fundamentals
- New Chapter Operations handbook; link available in meeting agenda
- ARMA reevaluating region leadership; for 2018, Great Lakes and Midwest Rocky Mountain Regions will continue to meet in joint conference

Coy discussed Roberts Rules of Order cheat sheet; she will share with board and forward to Sutton for distribution to other chapters.

Chairperson of the Board Pat Newbern motioned to approve the minutes of the May 23, 2017 Board Meeting and June 9, 2017 Chapter Meeting as amended. Janie Wait seconded. The motion was unanimously approved.

Treasurer, Barbara Thomasee reported a balance on hand of \$9,537.56.

The group discussed the check for Regional scholarship funds (\$400) and in which bank account it should be deposited. Coy will deposit the check in the general fund for now and we will discuss whether to move it to the scholarship fund at a future meeting.

Membership Chair Janie Wait gave a report on membership and solicited input from new board members Geetha Murugesu and Stephanie Gertken.

The next chapter meeting is a tour of the Atlas Theater on September 12, 2017.

Coy discussed website options and gave an overview of Wild Apricot Member Management Software. Further information can be found in the meeting agenda. Coy will schedule a demo for the group. Newbern motioned to table a decision on the software until further discussion and demonstration; motion passed unanimously.

The Board will discuss planning Chapter Meetings and the Spring Seminar at a future meeting; in the meantime, add any ideas to the Google spreadsheets.

Action Item: Determine who will attend the ARMA International Conference by October.

Meeting was adjourned at 2:04 p.m.