

Wyoming Chapter of ARMA  
Planning/Board Meeting Minutes  
WYDOT Meeting Room  
Tuesday, September 26, 2017

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

The meeting began at 11:44 a.m. after resolving some technical issues.

Chairperson of the Board Pat Newbern motioned to approve the minutes for the August board meeting and the September chapter meeting as amended. The motion was unanimously approved.

Treasurer Barb Thomasee reviewed the Treasurer's Report for September 2017.

Group discussed scholarship funds which were tabled during the August board meeting. For now, the funds will remain in the general account. Further discussion was tabled until more information can be gathered regarding the source of these funds.

Membership Chair Janie Wait reviewed membership information.

Education Chair Geetha Murugesu discussed her planning efforts and will provide further updates at future board meetings.

Group discussed future chapter meeting ideas including input from members Donna Crock and Tim Tyler. Ideas for meetings include: cybersecurity, crime data mapping, Cheyenne Botanic Gardens, ideas from NE Chapter meetings, touring the State Library and introduction to available digital resources, Blue Credit Union, State Liquor Commission, browser password protection, and Lakeview Cemetery.

Board members volunteered to organize the following chapter meetings:

October 10 - State Library Tour and digital resources (Barb Thomasee)

November 14 - Marketing and Social Media (Carolynn Coy)

December (date TBD) - Christmas Party

January (date TBD) - State Liquor Commission (Pat Newbern)

February (date TBD) - Cybersecurity (Janie Wait)

March (date TBD during Spring Break 3/12-3/18) - Spring Seminar

April (date TBD) - Cheyenne Botanical Gardens (Geetha Murugesu)

May (date TBD) - TBD - potentially discuss insurance records needs or the FE Warren AFB (April Peregoy)

June (date TBD) - End of year party

PresidentCarolynn Coy will call our contact with the Atlas Theatre to get more information about potentially hosting the Christmas party there.

Vice-President April Peregoy solicited suggestions for the newsletter. The group discussed featuring records quandaries which could be submitted by members/readers and answered in the newsletter.

Coy discussed a demo of the Wild Apricot software. She will set up a Doodle poll to determine the best time to schedule.

Group discussed International ARMA conference; no one is able to attend this year, but we can look into online offerings for ideas for the Spring Seminar.

Action items:

- Think about potential charities to which the organization can donate this year.
- Think about potential Spring Seminar ideas/topics.

The October Board meeting will be 10/24/17 in the WYDOT meeting room.

The meeting was concluded at 12:50 p.m.