

OREGON CHAPTER OF ARMA
Board of Directors Meeting
Minutes of October 31, 1986
6:30 A.M. - Village Inn

Officers and Directors Present

Mike Cranston
Jo Dwyer
Bill Greathouse
Deanna Green

Darlene Kocovar
Bonnie Mitchell
Jim Moore
Leta Winston

Call to Order

The meeting was called to order by Bill Greathouse, President.

Treasurers Report

Leta Winston distributed a Financial Report dated October 31, 1986. A motion was entered and passed to approve the report. We received a check for \$400.00 for chapter dues from National.

Programs

Darlene Kocovar reported that the January 12, 1987 monthly meeting will be held at Salty's. Darlene reported on her progress for completing the speakers for the monthly meetings.

ARMA Toll Free Number

Bill Greathouse distributed to all present the Toll Free Number for the Watts line to be used to contact Committee Chairs and Chapter President. This number can be used by the board members to conduct Association and Chapter business.

Awards

It was decided that the Oregon Chapter would not apply for Chapter of the Year, but work on Chapter of the Year for 1988. Bill Greathouse will furnish a copy of the ground rules so we can start planning for the award.

Newletter of the Year - It was decided that we will have a Committee to work on this goal. Rose Berger was mentioned as a committee lead person. Jim Moore stated that he would also work with the committee lead person.

Bylaws Revision

The Oregon Chapter Bylaws need to be revised to meet the standards of National. It was motioned and passed to have Reuben Edinger go over the Bylaws. These are due by March 1987.

Chapter Name Change

Bill Greathouse will bring up the name change of the Chapter by the membership. If this is to take place it needs to happen in March, 1987.

Region X

We received an update on progress for the Facilities Committee. Bill Greathouse will construct a letter to David Finn stating the boards concern for the conference regarding expense, parking and to be sure to get commitments in writing. We will continue to leave out the sign up sheets at the next monthly meeting for volunteers for committees.

Membership

Applications were received and approved for: Tine Lowe, Austin Moller, Gary Celustka, Barbara Carlson. Arlene Norton will be moving to Oregon and has requested ARMA to put in our Newsletter for job availability. It was decided by the Board Members to go ahead with a brief statement and a contact number, since Arlene is a ARMA member.

Recognition Award

It was motioned and passed to get a plaque for Dorris Schneider for all her efforts in the Oregon Chapter. Mike Cranston will get price and plaque.

Education

Jo Dwyer reported that the ARMA Library has received four new books. Jo reported we have had many requests to check out the books in the library. Jo reported that November 21, 1986 is the CRM exam.

Reminder

The November 10, 1986 monthly meeting will be a joint meeting with AIIM.

Adjournment


The meeting was adjourned at 8:00 a.m.

Minutes Recorded by:



Deanna Green
Recording Secretary

Minutes Approved by:



Bill Greathouse
President

WILLAMETTE ARCHIVES, INC.

3323 N.W. GUAM

PORTLAND, ORE. 97210

(503) 220-0620

TO: ARMA Oregon Board of Directors
RE: Region X Conference (Portland 1988)
FR: David S. Finn
 Bill Patten; Cochairpersons
 Facilities Committee
DT: 10/13/86

As mandated by the board, we the above have chosen the dates of March 9-11 as the best suited for the Regional Conference. This, of course, assumes that the possible dates provided by the board do not conflict with the Office Products Show, Spring Vacation or other seminars.

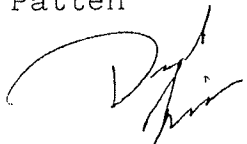
At present, the Facilities Committee has narrowed the selection of a site to two locations. Although, board members and members at large are invited to propose additional sites, it is the committee's desire to make a final proposal to the board by mid November, 1986.

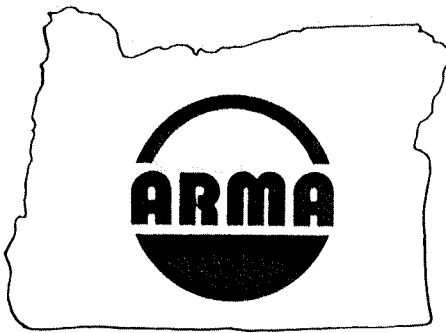
The two sites currently under consideration are the Marriott Hotel on SW Front and The Red Lion Inn Lloyd Center. It is our opinion that these are the only two sites which meet all the requirements as noted in the ARMA Oregon Annual Activities Manual.

With the board's approval, we will begin final negotiations with the two aforementioned facilities. Any response can be directed to either Bill or myself.

Cochairpersons Facilities Committee,

David S. Finn
Bill Patten





OREGON CHAPTER

Association of Records Managers and Administrators

Post Office Box 40004 • Portland, Oregon 97240 - 0004

October 31, 1986

CHECKING ACCOUNT

Balance Forward 9/19/86 \$ 370.95

Deposits:

Membership dues \$ 265.00
Region X Conference profit 1,195.62
Dinner meeting 10/13/86 501.00
1,961.62
\$2,332.57

Expenditures:

CK #368-Hospitality room at Nat'l Conf. . \$ 50.00
CK #369-Membership dues for Lageson, Cool,
Van Art 165.00
CK #370-Shenanigans - 10/13/86 dinner mtg . 522.27
CK #371- Nat'l membership for D. Green . . 30.00
767.27
Balance on Hand 10/31/86 \$1,565.30

SAVINGS ACCOUNT

Balance Forward 9/19/86 \$1,268.22
Interest 9/30/86 \$ 20.61
Balance on Hand 10/31/86 \$1,288.83

SEMINAR CHECKING ACCOUNT

Balance on Hand 10/31/86 \$ 104.80

CASH \$ 40.00

TOTAL ASSETS \$2,998.93

Leta Winston
Leta Winston
Chapter Treasurer