

Oregon Chapter of ARMA
Board of Directors' Meeting
Minutes of January 13, 1989
6:30 a.m. Village Inn Pancake House

Officers and Directors Present:
Jo Dwyer, President
Leta Winston, Vice President
Hansa Eichhorn, Treas.
Rose Berger, Rec. Sec.
Dwight Wallis, Dir. Ed.
Chris Scott, Dir. Nwslttr.
Alva James, Dir. Mbshp.
Darlene Kocovar, Past Pres.

Guest Attending:
Chris Blackburn

Call to Order

Jo called the meeting to order at 6:40 a.m.

Minutes

Minutes of the December 9, 1988 meeting were approved as amended.

Treasurer's Report

Hansa distributed the Monthly Financial Statement, and the statement was approved as amended.

Program Report

Leta reviewed chapter meeting programs for the next three months beginning in February with a tour at the City Archives and a demonstration of their "Star" system.

Dick Patten will speak on Optical Disk in a joint meeting with SLA on March 13.

M. Dooney will speak on Recordkeeping Requirements for an IRS Audit on April 10.

Membership

Multnomah library requested a paragraph on ARMA. They will include this in their computer list.

Newsletter

Chris reminded everyone the deadline for articles is next Wednesday, January 18.

Current Business

Jo informed the Board that Gary Celuska resigned and Mia Aguilar has accepted the position of Corresponding Secretary.

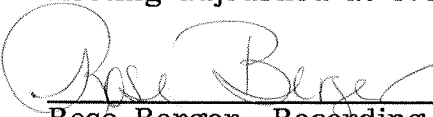
Jo also announced ARMA membership dues have increased \$5.00.

Jo began discussion of the chapter brochure. She would like to see it ready for the Office Products Show February 8. Chris will edit and type a draft to go to the printer.

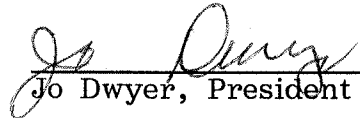
Jo contacted Juanita Skillman regarding a workshop on software for Records Management. Juanita indicated two ways to go; full day with vendor demonstrations or half-day without vendors. The Red Lion has space available May 11. There is no room charge with 50 people and lunch. To add a room for vendors would be \$200.00. Before making a decision on whether the workshop should be a half-day or full day it was suggested we contact vendors to see what interest there would be. All agreed.

Chris Blackburn has agreed to coordinate the new Advisory Service. She is developing a brochure she hopes to have ready for the Office Products Show. Chris is also setting up guidelines for the program to be included in the brochure. Chris has asked for input from the Board on both the guidelines and brochure.

Meeting adjourned at 8:00 a.m.


Rose Berger, Recording Secretary

216 189


Jo Dwyer, President

218 189

ARMA BOARD MEETING

Friday, January 13, 1989 - 6:30 - 8:00 am

Village Inn Pancake House
1621 NE 10th
Portland, OR

AGENDA

Minutes

Treasure's Report

New Business

May PC Software Workshop

Old Business

Membership Brochuer
Advisary Service

Committee Reports

Programs

Education

Membership

Newsletter

The following are people applications were sent to for membership for Dec and up to the 6 of Jan.

Wh
Sue Krygier
732 N. W. 170th Drive
Beaverton, OR 97006

Marcia Hanson, ART
Oregon Health sciences University
Crippled Children's Division
P.O. Box 574
Portland, OR 97207

Janette M. Campbell
964 K Street
Washougal, WA 98671

Janice McDonald
The Organizer
P.O. Box 14641
Portland, OR 97214

Larry G. Andrews
Branch Manager
Wang Laboratories, Inc
5 Centerpointe Drive, Suite 300
Lake Oswego, Or 97035

The following are for change of status for ARMA members.

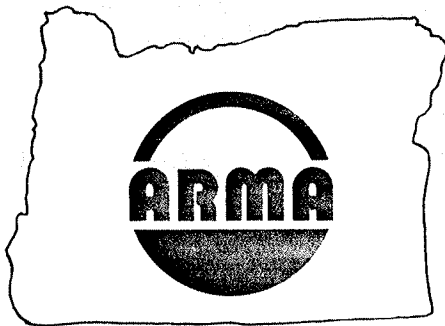
Who
Chris Blackburn (removed box number)

Judy Bushnell
449 1/2 SW 3rd #31
Lake Oswego, OR 97034
(503) 635-4242

Cindy Buchanan
Star Rt #1, Box 1333
Forest Grove, OR 97116

Change Vincent C Studer to Gene Leigh as member

*Darlene Keweenaw
Past of Portland
Po Box 3529
Portland, OR 97208
503-231-5000*



OREGON CHAPTER

Association of Records Managers and Administrators

Post Office Box 40004 • Portland, Oregon 97240 - 0004

DECEMBER 31 1988

CHECKING ACCOUNT

Balance forward: 739.14

Deposits:

ARMA Dinner Meeting 12/05/88	\$ 521.50	
ARMA Int'l: (6 Members)	120.00	
Robustelli		
Gannon		
Klobertanz		
Wheeler		
Chris (difference)	<u>7.00</u>	<u>648.50</u>
		1387.64

Expenditures:

Chris U.S. Postal rental (#536)	36.00	
Quality Instant Print (#540)	82.00	
ARMA dinner 12/05/88 (#539)	540.50	
ARMA Christmas Party		
(Mike) (#537)	150.00	
Alva Supplies & other postage (#538)	<u>17.70</u>	<u>826.20</u>
<i>MBMS -</i>		561.44

SAVINGS ACCOUNT:

Balance Forward \$ 2619.87

SEMINAR ACCOUNT:

Balance on Hand 11/30/88	\$ 1084.65	
Interest added	<u>10.02</u>	
Same balance this month: <i>correction</i>		1094.67

CASH: 40.00

TOTAL ASSETS: \$ 4315.98

Hansa Eichhorn
Hansa Eichhorn
Chapter Treasurer