

**OREGON CHAPTER OF ARMA**

**BOARD OF DIRECTORS MINUTES**

Minutes of 17 October 1991

Time: 7:00 am PLACE: STANDARD INSURANCE BLDG.

**PRESENT:**

Dwight Wallis, President  
Bonnie Mitchell, Vice President  
Camille Stark, Treasurer  
Kris Seufert, Recording Secretary  
Ruth Ann Baker, Director Newsletter  
Bob Bowlsby, Director of Membership  
Bev Hoffmeister, Director of Education  
Leta Winston, Immediate Past President

**CALL TO ORDER:**

Dwight called the meeting to order at 7:05 am.

**MINUTES:**

The minutes from the September 12 meeting were approved.

**TREASURERS'S REPORT:**

Camille reported that the Oct. balance was \$451.66. The September and October statement reports are attached.

**NEW BUSINESS:**

Christmas Party - Camille provided some options and costs for consideration by Board. It was decided to have the party at the Red Lion. The "Dicken's Carolers" would provide entertainment.

Meeting Evaluations - Bonnie reported that a variety of responses have been received from members attending monthly meetings, and the majority of responses were positive.


Vendor Night - the vendor night monthly meeting is scheduled for April. The theme is "Needs, Problems, and Solutions". It was decided that only member vendors could participate. An article will be put in the newsletter announcing this.

Region X Conference/Rose Pin - discussed looking into purchasing rose pins in bulk for distribution at the Region X Conference.

Spring Seminar - Dwight stated that we need to begin planning spring seminar. Topics were discussed; Ruth thought MIS awareness would appropriate. Camille and Kris volunteered to help.

The Board agreed to meet 11/21 at 7:00 am in the Standard Insurance Building 900 SW 5th. All chapter members are welcome.

The meeting was adjourned by Dwight at 8:05 am .

  
Dwight Wallis, President

11/21/91  
Date

  
Kris Seufert, Recording Secretary

11/21/91  
Date

ARMA OREGON CHAPTER  
TREASURER'S REPORT FOR THE MONTH ENDED SEPTEMBER 30, 1991

CHECKING ACCOUNT:

Balance Forward: 260.59

Deposits: 2,147.59

Checks: 1,650.51

BALANCE CHECKING: \$ 497.08

SEMINAR ACCOUNT: \$1,001.00

ARMA OREGON CHAPTER  
TREASURER'S REPORT FOR THE MONTH ENDED OCTOBER 15, 1991

CHECKING ACCOUNT:

Balance Forward: 407.66

Deposits: 569.00

Checks: 525.00

BALANCE CHECKING: \$ 451.66

CASH BOX: 40.00

ENDING BALANCE: \$ 491.66

SEMINAR ACCOUNT: \$ 1001.00

Oregon Chapter of ARMA  
Board Meeting  
October 17, 1991  
Standard Insurance Building  
900 SW 5th, 22nd Floor  
Portland, Oregon

#### **AGENDA**

##### **OLD BUSINESS**

Minutes of Previous Meeting  
Treasurer's Report

##### **NEW BUSINESS**

Christmas Meeting  
Report of Evaluations Re Last Meeting  
Vendors for April Meeting  
Region X Conference  
Roses Pin - Expenditure  
Additional Seminars