

# **GWDC ARMA BOD PLANNING MEETING**

**JULY 12, 2013**

**Dickstein Shapiro**

**1825 Eye Street, N.W., Washington, DC**

## **Attendees:**

Darren Bruening

Paula Blake

Rahim Briggs

Susan Brown

Sabrina Monroe

Mark Moore

Averi Roberts

Ashera Stanton

The meeting was called to order at 1:44 p.m. We had a quorum. Our current focus is the upcoming programs for the year, our website, and membership.

## **PROGRAMS**

The theme for this year will be "RIMsomnia ... What keeps Records & Information Managers awake at night."

Our seminar topic will be how to handle e-mail and media retrieval.

## **WEBSITE**

All of us need to look at **Web.com** and **iPage.com** to see how they function. We want a cookie cutter site that have no codes, easy to cut and paste, e-commerce functionality and can handle many links. A committee formed for

ideas/suggestions, but our webmaster will make the final decision. Price will also be a factor. We have a current annual fee of approximately \$200. The target date for a new website is Sept. 1.

### **Chapter/Region Info**

Our chapter is part of the Mid-Atlantic Region, which includes area from South Carolina to Pennsylvania. We have a Region Manager and Region Co-Coordinator (Al Minnick). All regions are part of ARMA International. GWDC ARMA has two Sister Chapters – London and Hawaii.

### **MEMBERSHIP**

We had a volunteer for VP of Membership. They will maintain the email lists, take RSVPs, head counts and find venues for meetings. They are the ultimate resource for member communications and outreach. Someone suggested “Constant Contact” for marketing /invitations and using social media (Face Book, Twitter, Linked in) to promote events, etc. Someone will need to handle program brochure printing. The VP of Membership will also solicit sponsors @ \$200 per meeting plus a \$50 door prize. Sponsors have 2 minutes to speak at the meeting and are mentioned in our printed program. Chapter meetings are the 3<sup>rd</sup> Wednesday of the month.

### **TREASURER/BUDGET**

The budget needs line items for the coming year. A motion was passed to obtain a mobile device and card reader to simplify member payments at our events. The P.O box needs to be renewed before August and keys need to be collected from previous BOD member. We have an Assistant Treasurer.

Checking account - \$3,364.04 (\$975 deposited processing pending)

Investment account - \$17,256.70

PayPal - \$\$1,832.71

Cash -\$210

## **SCHOLARSHIPS**

ARMA International Conference will be in Las Vegas Oct. 28-30. We will give a scholarship to a GWDC member to pay for registration, they are responsible for transportation/housing. A notice will be sent to the members re: application.

## **AIEF**

Our liaison is Leigh Isaacs. She is also helping with Chapter Governance.

AIEF may also use some funds for International conference scholarships.

## **MISC**

Our By-Laws need updating.

## **ACTION ITEMS**

Change names on credit cards/bank accounts

Catholic University mentoring program

Obtain P.O. key

Budget framework

Scholarship application notice for ARMA Int'l conference

Review and pick new website platform

Status of missing CERTIFICATE OF DEPOSIT

Connect with speakers for Chapter meetings

Updates for Programs

Obtain Program template for printing

e-mail letter for speakers signing up for specific dates/topic/obtaining their bio

Build program page for web

Keep some info from current site

AIEF page

Research/decide between Web.com and iPage/work with committee

Follow up on Constant Comment

Obtain current domain name/server/passwords and record this for the future

Send out minutes

Work on Evite

Shadow the Treasurer

Obtain Mobile device/card reader

Draft scholarship letter

New member strategy

Follow up on venues

Automated tracker

By-laws

**\*\*\*\* WRITE YOUR BIO AND INCLUDE A PHOTO TO PUT ON NEW WEBSITE.  
WEBMASTER WILL TELL YOU WHERE/WHEN TO SEND.**

**NEXT PLANNING MEETING – FRIDAY, AUGUST 9 1P.M. – 4 P.M.**

The meeting adjourned at 4:44 P.M.

Respectfully submitted,

Secretary, GWDC ARMA

