

GWDC ARMA Planning Meeting Minutes July 13, 2017

Sabrina Monroe
Chris Glasper
Felecia McKnight
Jacquie Bigelow
Jay Debose
Jennie Gift
Judy Campbell
Mark Moore

The meeting was called to order at 12:15 p.m., with a quorum.

Communication Plan

Issues

- Email communication with board members (i.e. response time).
- Lack of communication with the chapter.
- Late Evite invitations.
- Resolution
- Save the date – Invitations sent out earlier.
- Follow up “thank you for attending” emails after meetings with presentation slides attached.
- Projects/Initiatives/Tasks
- Follow up with team lead on activities.
- Board members following through with commitments.
- Updates

Mailbox

The President is working on letter for chapter’s PO Box.

The Director (JB) will be the President's backup.

Financial

- Bank Account
 - Sabrina and the former treasurer will meet with Bank of America.
 - Get new cards for the account.
- Audit
 - Review of potential audit firms.
 - Audit deadline – October 2017

- Audit for the last five years
- Review of past treasurer GWDC ARMA email for financials.
- Membership
 - Outreach
 - Acknowledgement of new members.
 - Reach out to new members after meeting.
 - Reach out to inactive members.
 - Acknowledgement of birthdays, milestones and “Vendor of the Year.”
 - Board member attendance of school career days.
 - Creation of Membership subcommittee – 3 or 4 members.
- Potential Theme
 - **Industry Trends: Being an Agent of Change**
 - Voted on by board members in attendance. All were in favor of theme.
 - Collaboration
 - Partner with other chapters and associations for events and meetings.
- Venues/Meetings
 - September meeting will be hosted by Treasurer.
 - October meeting potentially hosted by the Director (FM) with the topic focused on eDiscovery.
 - We will have a networking event instead of the December meeting (4:30 – 6:30)
- Spring Seminar
 - Possible date of March 21.
 - Early bird discount?
 - Venue Options
 - Reed Smith – Linda Logan-Buchner. Felecia will reach out to Linda.
 - Arent Fox – Director (FM) will reach out to her contact.
 - Caplin Drysdale – Mark will reach out to his contact.
- **RECAP & MISC.**
 - Present theme to rest of the board.
 - GWDC ARMA logo on badges.
 - The Director (FB) will help with the creation of badges.
 - Theme for the Spring Seminar
 - December Happy Hour Venue – Everyone. Mark has a potential vendor.
 - Next Meeting
 - August 10, hosted by the Webmaster.

The meeting was adjourned at 3:55pm

Respectfully submitted,

Secretary, GWDC ARMA

