

**Florida Gulf Coast ARMA Chapter
Approved Minutes for the
Board of Directors Planning Meeting
August 14, 2018**



Meeting called to order at 10:12 a.m. at TECO Warehouse

Members Present: Susan Patterson, Reggie Kekuewa, Chris Parker, Michelle Crews, Eric Rossborough, Peggy Meinhardt, and visitor Anita Castora.

Minutes: The June Minutes were read and approved, Michelle made the motion and Chris seconded it.

Membership: Harrison emailed all board members with the current membership count of 62.

Treasure Report: Chris read the deposits and deductions from the account and will give a balance total at the September meeting.

Social Media/Website: No new updates. Eric will reach out to Donna about our LinkedIn account again and if he is not able to reset the password he will create a new one and send out the information to all board members before the meeting in September.

Old Business:

Chris gave update on Shred Day. Westfield Mall has them once or twice a year but they have never done one at the Brandon Mall. Brandon Mall will check into what they will need to have in place for us to have it there. The date is December 8th if everything works out to have it there and if not November 3rd will be our backup date. Chris suggested looking into renting a digital sign to advertise the event a few weeks in advance and to put advertising on banners and in the papers. The charity chosen was Special Ops Warrior Foundation – Wounded Warrior. No one from our chapter attended the Conference in San Antonio. Peggy was going to go but was not able.

New Business:

Anita Castora arrived and gave information about the conference in February 2019. Tim from Orlando Chapter will handle the business partners/vendors for the conference. Email blast will

be going out soon along with early bird registration. A Facebook page has been setup for the Conference in February 2019

Anita gave a Regional Report. ARMA International would like to put together a speaker venue for Chapter Members to voice opinions and what is important to them. She stressed that the monies we collect should be spent on education. She would like to see us spend more money to bring in bigger names for speakers at least once a year. Maybe make a Proclamation for National Records Management Month. Have some fun days or nights such as vendor or bosses night, maybe a baseball game. She would like to see us grow our chapter, maybe have and Advisory Board to get new blood coming into the Board. Anita would like someone to be back up to Donna to take over Webmaster and Member Blast being sent out. Peggy offered to be the backup. Anita would also like the Secretary to start an action items list for each meeting.

We decided on all the yearly meeting locations, speakers, and topics.

Agenda			
Date	Location	Topic	Speaker
18-Sep-18	Stevens & Stevens	Information Economics	Eric Turn
16-Oct-18	SWFMD	Cyber Security / Risk	Regina Bonneau, CTPRP
27-Nov-18	TBD	Selling Rim to Your C-Suite	Earl Rich
14-Dec-18	Columbia Tampa	Christmas Party	
15-Jan-19	St Petersburg College	Information Security	Felice Flake
19-Feb-19	No Meeting - Conference		
12-Mar-19	Lakeland	TBD	ARMA President
16-Apr-19	MacDill AFB	TBD	Howard Vogel
14-May-19	Stevens & Stevens		Anita Castora
18-Jun-19	NOAA	Business Continuity	TBD

Anita would also like to do a monthly newsletter. Peggy has offered to help. It was decided to send out blast for the September meeting ASAP, the last Wednesday of the month and several times after. The monthly newsletter will go out the first Wednesday of the month. Anita appointed Chris to be the Marketing person for the Chapter. Also Susan is to bring in a list of all Board and Director Members names and their position with the Chapter.

Minutes were amended in the September meeting to show that Peggy was the one that suggested we spend more money at least once a year on bigger name speakers.

Meeting was adjourned at 12:10 p.m.