

**Florida Gulf Coast ARMA Chapter
Approved Minutes for the
Board of Directors Planning Meeting
January 15, 2019**



Meeting called to order at 10:42 am at The Lucky Dill, Tampa

Members Present: Peggy Meinhardt as President Pro Tem, Reggie Kekuwa, Lisa Penzer, Chris Parker, Susan Patterson, Eric Rossborough and ARMA Southeast Region Advisor.

Minutes: The November Minutes were read and approved with changes in spelling of buddying. Motion made by Lisa Penzer, Seconded by Chris Parker.

Membership: No report.

Treasure Report: Chris handed out recap of monies in account. Motion made to accept report by Eric Rossborough, Seconded by Lisa Penzer.

Social Media/Website: Chris has set up new LinkedIn account. The old account is still open and out there. Chris is still learning how to work it. We may still be able to merge the two LinkedIn accounts. New account name is FL Gulf Coast Chapter of ARMA. We can set up emails in the account.

Old Business:

Shred Day Update – Chris reported that the Brandon Mall has been confirmed. The date is set for April 13th. Times are 8:00 am to 12:00 noon. Stevens & Stevens will be doing the shredding. The charity is Special Operations Warrior Foundation. Anita to get the advertising started. Eric suggested taking out an Ad in Facebook and to promote it in the Sunshine Conference flyer.

2019 Seminar Update: We now have 80 people registered. We have 20 for CRM and 3 for the IGP Classes. There are 9 Vendors signed up so far. Conference committee would like to have 3-

4 more vendors if possible. Eric will check with Haystack and some others to see if they will be vendors. Eric is also promoting the conference with the Boston and Houston ARMA Chapters.

Star Chapter: Chris has researched the cost for constant contact and website. Not sure at this time if it will save any money but it will make it easier. Chris still feels like we need to crunch the numbers. We all like the idea of getting it but would like to check the cost. Full set up cost would run \$699 a one-time set up fee and then \$85 per month. A light set up would run \$399 a one-time set up fee and then \$49 per month. Our Chapter would like to set up something with the Jacksonville Chapter at the Sunshine Conference to get their input on how they like using it and how they went about getting it.

Upcoming Monthly Meetings: March 12th meeting confirmed at Bristol Myers-Squibb. Peggy and Anita are going to look at site after January meeting. They have on-site catering that might work better than bringing in our own food. April 16th meeting still not confirmed for MacDill AFB. Peggy has reached out several times with no response and has said she will not do anymore on that meeting. It was suggested reaching out to Donna Read for a backup speaker. We still need to find a location for the May 14th meeting. Lisa has offered Seminole Electric and she will confirm with them. The June 18th meeting is at NOAA with speaker Steve Elliott.

New Business:

ARMA International has a training program and tools for Regional Chapters for membership recruitment. ARMA International is having Directors Elections and emails will be going out with ballots attached.

Earl Rich would like us to keep in mind the Regional Conference this year will be at Safety Harbor Resort in July.

Membership Committee established with Eric Turn to join Anita Castora. Chapter Elections was brought up. Question was asked on who starts them? The answer was usually the President. Lisa and Reggie volunteered to start getting things together for a survey monkey to send out ballots. Nominations need to be done in March with ballots out by May.

The Board Members discussed the absence of Harrison Standley from all of the Chapter Meetings including the Planning Meeting in August of 2018. It was voted upon by Board Members present to remove him from the Board. Motion made by Lisa Penzer, Seconded by Susan Patterson. The Board removed Harrison Standley in accordance with the Chapter Bylaws for his absenteeism from the Board Meetings. The Board Members present then appointed John Levitt from Bristol-Myers Squibb to take his place. Motion made by Peggy Meinhardt, Seconded by Lisa Penzer. John accepted the position as VP of Membership. Eric offered help with any information on the position that he has.

Meeting Adjourned at 11:31. Motion made by Lisa Penzer, Seconded by Eric Rossborough.