

**Florida Gulf Coast ARMA Chapter  
Approved Minutes for the  
Board of Directors Meeting  
March 12, 2019**



Meeting called to order at 10:32 am at Bristol Myers-Squibb, Tampa.

**Members Present:** Peggy Meinhardt, Lisa Penzer, Chris Parker, Reggie Kekuewa, Michelle Crews, John Levitt, Anita Castora, Eric Turn and Earl Rich.

**Minutes:** Lisa read the January 15, 2019, minutes. Lisa motioned we accept the minutes as read. Chris seconded it.

**Membership:** Peggy reported that we have 51 members with 4 being new ones. John is meeting with Anita and Eric about the new membership drive and getting him access to our membership list on the ARMA website. John has some ideas on other companies he is in contact with to market ARMA to.

**Treasurer Report:** As of 3/11/2019 we have \$14,564.22. Chris discussed the transactions for the last month.

**Social Media/Website:** Our new LinkedIn account has been set up and Chris has sent out the invites to the Board members that are on LinkedIn. The Board members should go into their LinkedIn accounts, accept the invitation, and then send invitations out to their LinkedIn contacts in order to grow followers on the FGCARMA LinkedIn site.

**Old Business**

**Shred Day April 13, 2019** – Everything is set up to have the event now we need volunteers, refreshments and to get the word out. Volunteers should arrive by 8 am. Chris brought in a copy of the flyer to pass out. Stevens & Stevens will collect any hard drives or electronic media that is brought to be destroyed and then take it back with them to be shredded by a separate shredder. Proceeds will go to the Special Operations Warrior Foundation.

**Sunshine Conference in Orlando** – Wrap-up meeting is scheduled for March 13<sup>th</sup>. We had 114 attendees. It was a great success! Peggy will report back next month about the expenses and income. Members of the Board thought the Speakers were very engaging. The rooms were a little smaller than we would like but everything went smoothly. The Conference committee is already talking about doing one next year.

**Star Chapter Software** – Peggy got positive feedback from the Jacksonville Chapter. FRMA has just started using it. Lisa motioned that we go ahead and sign up for the Mid level of the Star Chapter software. Reggie seconded it. It will take a few months to get the website set up and discontinue the first one.

### **Upcoming Monthly Meetings:**

April 16 – Daniel Whitehouse, Esq. on Cybersecurity at City of Lakeland Training Center.

May 14 – Tim Few, DOS on RM Program Basics at Stevens & Stevens.

June 18 – Steve Elliott, CRM on Business Continuity at NOAA.

### **New Business**

**Donna Read** has announced that after March 12<sup>th</sup> she will no longer be assisting us with meeting registration blasts via Constant Contact, receiving/tracking/reporting registration notices and website updates. We would like to present her with an Appreciation Award for her many years of service to our Chapter.

**2019 Elections for Board of Directors** – Lisa and Reggie have volunteered to organize it. Anita will assist them. Lisa will chair the Nominating Committee. They will plan a timeline for the nominations/elections and communicate it to the Board with the next week. We also need some volunteers for a Communications committee. The Offices that up for renewal are:

President, VP Programs, VP Membership, Secretary, 2 Director positions.

**ARMA International Annual Awards** – Anita reviewed the awards that ARMA has and described other ideas for appreciation. (for Donna and Bernard) We want to recognize contributors at the June meeting. We can purchase service awards for members years in the Chapter: 5 years, 10 years, 20 years and 30 years (for Anita). We also need to nominate a Chapter Member of the Year. Lisa volunteered to be on the Awards committee.

**Regional Conference July 11-12, 2019** – Since the Regional Conference is at Safety Harbor we should encourage Board Members to attend. The chapter could cover registration costs for anyone who wants to attend. Board Members would be responsible for their own travel/meals and lodging if they chose to stay in Safety Harbor.

**Meeting adjourned at 11:30 am.**

Minutes taken by Michelle Crews.