

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



**Meeting called to order at 10:20 a.m. at Stevens & Stevens Records Management.**

**Members Present:** Peggy Meinhardt, Susan Patterson, Chris Parker, Michelle Crews, John Levitt, Eric Turn.

Peggy started out the meeting by reading a post from ARMA.org.

**Minutes:** September minutes approved with corrections for adjournment. Motion made by Michelle, seconded by Chris. Peggy asked if I was able to upload the minutes to the new website. Susan answered yes.

**Treasurer Report:** Chris presented the treasurer report thru October 15<sup>th</sup> with ending balance of \$15,062.66. Chris stated he would be cancelling Constant Contact with a refund to bank account of \$108.00. Chris stated he had gotten a gift card for Donna and passed a card out for everyone to sign. Chris stated he had spoken with someone at the bank about getting a CD or interest bearing checking account. Chris stated he would make an appointment with the bank to have the account signatures changed to add Peggy and Eric and speak with them about the interest accounts. Motion was made by John to accept treasurer with corrections seconded by Susan.

**Membership:** John presented a geographical location of members. John reported that the majority of the members are located in the Tampa Bay area. John stated he had sent out emails to the expired members and he will be sending them out for the month of October. John mentioned trying to get more members to come by having a morning or an evening meeting. John suggested maybe having more Skype meetings but he was not a fan of them. Michelle and Peggy stated they would probably not want to attend a night meeting but were

willing to try one. Rana mentioned maybe have a morning breakfast meeting. Peggy suggested maybe having a morning meeting in November at Golden Corral or the Cracker Barrel. Michelle stated they have had them at the Holiday Inn in years past. Rana also mentioned having the meeting places closer to the major highways for members coming in from out of town. Motion was made for Chris to purchase a projector screen by John, seconded by Peggy. Peggy suggested projector and screen be kept together. Chris is to check and make sure the projector is still operable and to make sure it will interface with the software/connection. John stated at last count there were 51 members. Peggy stated she would reach out to Nancy Cologna in Citrus County as a speaker for November. Peggy will advertise the tenure awards to be given out at the holiday meeting. John stated he would be sending out special invitations for the tenure awards.

**Planning Education Schedule:** Peggy said she will call and make arrangements for the November meeting at Cracker Barrel. Chris said he will go by and see if there is room for a presentation. Peggy stated if not we should look into the Holiday Inn.

**Marketing:** Peggy stated she had talked with Debbie and that she would make an effort to get a newsletter out next week.

**Regional Update:** None.

**Old Business:** ARMA Sunshine Conference registration is open. Peggy is urging everyone to register. Peggy stated they still need sponsors.

Holiday Gathering at Columbia Restaurant menu options were discussed and voted upon for the Holiday Luncheon. Motion to accept the four items: Cuban sandwich, Chicken, Pork, Salmon, Soup or Salad, Tea, Soft Drinks, and Flan by John, seconded by Chris.

Shred Day 2020 date set for April 4<sup>th</sup>. Chris would like to have the shred day at Steven's and Stevens's location. Chris suggested not bringing a charity in if we are going to be raising money for the chapter. Chris stated if we could get someone large like Raymond-James to have all their employees participate. Peggy suggests starting advertising now or at least at the end of January. Advertising on the radio, television, check with Spectrum and Comcast to see if they have a community bulletin board to advertise on. Peggy stated she will check with her communications division to see if they have any ideas on how to advertise for the most effect. Peggy mentioned asking the different Chamber of Commerce for suggestions on meeting locations. Peggy asks Chris to put a flyer together for the shred day event. Peggy mentioned that April is Records Management Awareness Month. Michele motioned to have Shred Day on April 4<sup>th</sup> 2020, seconded by Susan.

**New Business:** Peggy suggested getting communications to the members for nominations to fill the Directors vacancies. Peggy nominated Kim Ingram to fill one Director Position. Motion made by Susan, seconded by Michelle.

Peggy will reach out to Reggie and see if he is ok.

Motion to Adjourn made by John, seconded by Michelle.

Meeting Closed at 11:15 a.m.