

**Florida Gulf Coast ARMA Chapter
Approved Minutes for the
Board of Directors Meeting
April 24, 2020**



The virtual meeting called to order at 1:40.

Members Present: Peggy Meinhardt, Michelle Crews, Susan Patterson, Chris Parker, Debbie Gantt, Kimberley Ingram, Eric Turn, John Levitt, Anita Castora.

Minutes: Minutes for November 12, 2019, and January 21, 2020. Motion to accept minutes made by Michelle Crews, seconded by Debbie Gantt.

Treasurer Report: Chris Parker emailed the treasurer report to board members. Peggy read the statement to the board. Motion to accept treasurers report made by Eric Turn, seconded by Michelle Crews.

Membership: John Levitt presented the membership report stating that there were 54 members at this time. John said he had sent out renewal reminders to those that had renewal dates approaching. He noted there had been no feedback yet. John mentioned the need to promote and evening social event when we can do so. John would like to email out meeting invitations with no fee being charged since they would be virtual meetings.

Planning Education Schedule: Virtual meeting discussed for May with the potential speaker being Eric Stavola. Eric stated he would reach out to Eric Stavola and set up a meeting and subject matter. Suggestions were made for all meetings to be done virtually, except for special meetings done in a group setting. Eric will reach out to Dawson West for a virtual meeting in June. Eric said he would provide an answer for both May and June meetings by April 23rd or the 24th. Anita said this would give the chapter time to have notices sent out.

Eric said that Mr. West would like to be a sponsor for the Chapter. Anita said if he still wants to be a sponsor, he could do a presentation about his company, and maybe the Chapter could put his company logo on the website. Peggy suggested that we have a few virtual meetings that were successful before having any sponsorships. Peggy suggested having the yearly planning meeting the first week of August, and it was decided the meeting would be July 30th at 11:00 a.m. with the location to be determined at a later date. Peggy said she would find a place to have the meeting.

Marketing: Debbie noted there was nothing to report. Debbie said she would like to do a summer edition to publish in August.

Regional Update: Anita presented an update noting that Regional was doing virtual meetings also. Anita stated that ARMA would be supplying Zoom free to encourage on-line meetings. Anita said that chapters were having problems with board member successions and hoping that virtual meetings will bring members back. Anita suggested the Chapter having a budget set up so the Chapter can pay for all or part of the cost for board members to be able to attend the different conferences that ARMA offers. Anita also suggested the chapter pay for the President to attend the yearly ARMA conference.

Old Business: Peggy stated there would be a final meeting to close out the books from the ARMA Florida Sunshine Conference. Peggy said the estimated monies to each Chapter should be about \$1000.00.

Shred Day canceled, there was no discussion of a future date.

New Business: Vacancy of board and director positions voted on to extend all board positions for another year. Motion made by Chris, seconded by John. In 2021 the Chapter would then hold elections for all board positions.

Meeting Adjourned at 2:42 Motion made by Eric, seconded by Chris.