

**Florida Gulf Coast ARMA Chapter
Approved Minutes for the
Board of Directors Planning Meeting
February 24, 2021**



The meeting was called to order at 10:30 a.m., a virtual meeting.

Members Present: Anita Castora, Peggy Meinhardt as President Pro Tem, Michelle Crews, Kim Ingram, Chris Parker, Susan Patterson, Eric Turn, John Levitt

Meeting Agenda: Florida Gulf Coast BOD Succession Planning.

The topic for discussion was the upcoming nominations and election process. Anita asked Michelle Crews to be the election committee chairperson, and Michelle excepted. Peggy said she would support her in doing the job. Peggy stated she should contact the current person holding the position and ask if they would like to be nominated again. Anita asked Peggy to put the nominating and election process on paper to follow for the next time this is to be done. Peggy suggested using a survey monkey for polling members for nominations for the election ballots. Peggy stated that a call for nominations should go out by the end of March and then send out a reminder on April 12th stating that the nominations process closes on April 23rd. Peggy stated that everyone that was nominated needs to be contacted and have them provide bios for the ballot sheets. Peggy stated that everything should be put together by May 6th. The survey monkey will need to be out by May 12th and a reminder to vote out on May 21st, and the deadline will be May 28th. Peggy stated the bylaws reads that the new electees will take office on July 1st. Kim stated she wanted to learn about the chapter and the different board positions before moving to a different position. Anita asked John Levitt if he would be willing to be the chapter president. John stated he would need to think about it before answering.

Meeting adjourned at 11:25.