



## Florida Gulf Coast ARMA Meeting

### Minutes for Board of Directors Meeting August 24, 2022 – 10:00 AM

**Call to Order 10:03 am**

**Board Members Present: OFFICERS FOR 2021/2022      Attended**

Board Member	Position	Attended
Kim Ingram	President	X
Drew Keane	Program Chair (First VP)	
Peggy Meinhardt	Outgoing Program Chair (First VP)	
John Levitt	Membership (Second VP)	X
Chris Parker	Treasurer	
Sandra Tuller	Secretary	X
Bobby Miller	Director (Marketing Chair)	X
Phyllis Baker	Director	X
George Pino	Director	X
Vacant	Director	

**Minutes:** Last meeting – July 26, 2022

**Motion:** Phyllis Baker

**Motion 2<sup>nd</sup>:** Bobby Miller

#### **TREASURER REPORT (Chris Parker, Treasurer)**

Chris Parker forwarded the Treasurer's Report for review, but was unable to attend the meeting. We will table discussion and acceptance until Chris is present.

**Motion:**

**Motion 2<sup>nd</sup>:**

#### **Old Business:**

- We still have a vacant Director position. Kim is still looking for a volunteer.
- Kim is still looking for a more favorable rate before booking her flight for the annual ARMA conference.

#### **Sunshine Conference Update (Kim Ingram, President)**

The Sunshine Conference will be held at the Embassy Suites in Lake Buena Vista from February 23 - 24, 2023. Registration is scheduled to open on September 15, 2022. The committee is still working to finalize speakers and vendors. Registration and vendor fees have not yet been determined.

#### **Board Reports:**

##### **MEMBERSHIP (John Levitt, Membership Dir.)**

John ran the membership report this morning. We show 40 members, with 2 renewals pending next month. The previous spreadsheet showed 44 members. John will compare the reports and will send reminder



notices where needed. Even though ARMA International reaches out to renewals, John tries to reach out to our chapter renewals to establish a more personal connection.

### **PLANNING EDUCATIONAL MEETINGS (Drew Keane, Program Dir.)**

Drew was unable to attend the meeting, but provided the following report:

Education meeting went well. We had 22 attendees. One guest expressed an interest in membership. I will send her information to John and Kim.

September session with Andrew Ysasi will be either September 13<sup>th</sup> or 14<sup>th</sup>. Below is the description of session. Andrew will be in the state so we could have an in person session. We would need a Venue, also there may be a cost to his session. I will reach to Tim O'Toole this afternoon If I haven't heard anything by then.

### **IG and Cybersecurity**

Organizations are faced with myriad security concerns, and sometimes understanding these concerns can be overwhelming. IG professionals are required to understand security threats to their organizations and the information they are charged to protect. This presentation explores current threats and how an IG professional can help cyber security professionals safeguard data. IG professionals attending this session will learn theoretical and practical knowledge on protecting data from a Certified Information Security Manager (CISM), a Certified Records Manager (CRM), and an instructor at San Jose State Universities MARA program.

Rachel Heade with Microsoft has agreed to do a session in either November or January. Her session would be on developing and implementing a RIM program. I have a meeting with her on Friday 8/26

For the Holiday party in December still looking for a venue if the board has any suggestions. Since we've had the party at Jackson's on harbor island before I was thinking we could do that again.

### **MARKETING (Bobby Miller, Marketing Chair)**

Bobby is planning to send the newsletter out the second week of the month. He is always looking for ideas and suggestions for newsletter content.

### **REGIONAL UPDATE (Kim Ingram, President)**

We received a letter from ARMA International. They are working on the Chapter Advisory Committee. Further information should be forthcoming after September 1. Lucy Ungaro, from the Palm Beach Chapter, is representing Florida on the committee. Chris submitted our chapter financials and Kim submitted our chapter update report to International.

### **New Business:**

There is no new business to discuss.

**Next meeting** – Date: September 13, 2022 Time: 10:00 am – Board Meeting (Virtual)

**Meeting Close 10:17 am**