

**ARMA Atlanta
Board Meeting Minutes
September 9, 2009
Nelson Mullins, LLP**

Present:

Joe Pearson - *Chair*

Janet Johnson - *Director-Education*

Daryl Smith - *Secretary*

Joan Houghton-Theall - *Director-Membership*

Earl Eckenrode - *1st Vice President*

Lori Smith - *Treasurer-in-Training*

Tera Ladner - *President*

The meeting commenced at 8:22 A.M.

Quorum is in place.

Agenda topics

Strategic Updates:

Review 2009/2010 Goals:

Review the by-laws - Daryl will make the changes we discussed and will present the revised document to the board for review at the October Board of Directors meeting.

Award CRM scholarships The Board determined 4 scholarships would be a specific number for our goal.

Improve communications w/ the membership – The entire BOD will we do this by:

1. Having a Town Hall discussion format at Sept Meeting
2. Having Questionnaires provided to the membership – Janet will create
3. Have Survey's provided to the membership – Earl will create
4. Having the Board members greeting members and asking for feedback as they arrive for meetings

Increase vendor revenue by 30% - Vendor pricing has been set, Eric is meeting w/ vendors

Have a social/outside event - Several board members are working w/ Lori on making this happen (Joan, Eric, Del...) The first event will be held Thursday 10/1 @ Front Page News at 5:30pm

Form an Advisory Committee and have it functioning as another resource/voice for our membership - Del Bixby will chair the committee.

Apply for all available/relevant ARMA International awards - Tera Ladner will oversee

Create an Atlanta Speaker list to share with Alice and the SE region/chapters - Joe Pearson

Have joint meeting with another chapter in the SE Region - Tera is in discussions with the Chattanooga Chapter

Operational Updates:

Recap upcoming member meeting--details, special events...

1. Sept. 26th Shredding event at White Water in Marietta (for the announcements)
2. Board member profile on announcements and at monthly meetings
3. Social event at the Int'l Conference for all Atlanta members attending the conference – Thursday 10/15.

Committee Updates:

Chair (Joe)

Winter Seminar Committee

Format for Winter Seminar/topic

Jesse Wilkins, CDIA+, a member of the ARMA Int'l Board has been secured as the speaker.

There will be 2 sessions:

A.M. – Managing Electronic Records

P.M. – Managing Social Networks i.e. Twitter, Facebook

Seminar will be held January 19th, 2010 @ Maggiano's

President (Tera)

Various updates:

Meeting Presentation – will be presented by the Board members, each member will have a section to present.

Juana Walker (ARMA Int'l Board member) and Cherise M. Forbes (S.E. Region Coordinator) will report on their respective areas

1st Vice President (Earl)

Programming

Earl reported that speakers have been secured.

2nd Vice President (Eric)

Vendors/Marketing

Nothing additional reported.

Treasurer (Sandi)

Reported by Tera – There are no major transactions pending. The expense forms for Board members have been revised, and are now in pdf formats

Treasurer-in-Training (Lori)

Happy Hour

Lori reported that she will use Evite for invitations

Event will be @ Front Page News 10/1/09

1 Free Drink and Appetizers

Gift Card giveaways by sponsors

Secretary (Daryl)
By-Laws will be updated

Nothing additional reported
Director-General (Del)
Advisory Committee
Nothing additional reported

Director-Membership (Joan)
Membership update
Joan reported that there are 5 new members bringing the Chapter total to 183 members

Director-Education (Janet)
CRM Scholarship/Study Group
Janet reported that:
The chapter has a new CRM (Kim Turner) and she will be recognized at meeting with a Certificate.
There are now 2 sessions for the study group – a general review session and an advanced session
The scholarship application has been completed and Daryl to review.
An new book needs to be purchased for the library “Records Fundamentals” Janet will purchase.

General Discussion Topics:

Seed Money for Regional Seminar
Contributions are ½ share \$250.00 and full share \$500.00
Motion made by Tera for contributing a full share.
Earl 2nd motion
Vote conducted and Motion passed to contribute full share for Regional Seminar
Atlanta seminar was moved from April to January to help facilitate SE Region Seminar

Nothing additional reported

The meeting adjourned at 9:36 AM.

Respectfully submitted by Daryl Smith (Secretary)