

ARMA Southeast Region Team Meeting

February 18, 2011

1:20 pm – 2:30 pm

The February 18, 2011 meeting of the ARMA Southeast Region Team was called to order by Region Manager Alice Young at 1:32 p.m.

Present at the meeting were region Manager Alice Young, Region Coordinators Linda Johnson and Cherise Forbes.

The agenda was adopted as written and followed.

First item on agenda was the breakdown of chapters for the upcoming year and are as follows:

Linda	Cherise	Tim
Chattanooga (home chapter)	Atlanta (home chapter)	Orlando (home chapter)
Nashville	Birmingham	Florida Gulf Coast
Knoxville	Jacksonville	Palm Beach
Puerto Rico		South Florida

Region team will visit one non-home chapter and respective home chapter to help save money. For budget purposes, the visits to home chapters will not be considered a visit. Alice will be visiting Gulf Coast, Palm Beach, and South Florida this year and Cherise suggested she have Tim O'Toole accompany her to introduce him as their incoming Region Coordinator. Cherise will visit Birmingham. Linda is considering travel to Puerto Rico for attendance at a meeting this year for support and confirmation progress of plans made at the previous December meeting she and Alice attended.

Second item on the agenda was Chapter issues. Cherise had a phone conversation with Jim Craig of Gainesville. Palm Beach wants to adopt Gainesville's members. Alice commented former Gainesville chapter members should actually attend Jacksonville's meetings due to the proximity. After Cherise talks with Jim Craig, she will speak with Jacksonville about making some of their meetings available via webinars to the former Gainesville members.

In a walk-in agenda item, Linda asked about chapter assessments to aid the region in the support of the region budget. Alice will forward detailed e-mails and chapter due assessment statements to each chapter president in the Southeast Region.

Third item on the agenda was Region website – www.armase.org

The website is hosted by Network Solutions. Former webmaster Kevin Brown suddenly passed away in January and a webmaster needs to be located. Current discussions are underway with the prospective

webmasters. Cherise will contact Tim O'Toole for assistance with updating website, since Orlando used the same webmaster.

The fourth item on the agenda was the upcoming 2011 Region Leadership Conference agenda. It will be hosted by Atlanta chapter this year. Leadership conference will be at The W in the Atlanta Perimeter. The dates of June 23 through 25 were already confirmed with HQ. Detailed pricing of food and beverage is still being finalized and Cherise will contact Tera Ladner to get latest info available. The schedule of events was reviewed. The region team is closer to the completion of the vent planning part of the conference; currently waiting for HQ to confirm who will be attending from the Board and Member Services.

Respectfully submitted this day: February 18, 2011

Linda Johnson
Region Coordinator, Secretary