

Association of Records Managers and Administrators  
Southeast Region Meeting  
Boston, MA  
October 18, 2003

The Southeast Region met in regular session during the Association of Records Managers and Administrators (ARMA) Annual Conference in Boston, Massachusetts, October 18, 2003.

Present for the meeting were: Scott Taylor, Region Manager, Alice Young, Region Coordinator, Juana Walker, Region Treasurer, Phyllis Beene, Region Webmaster, Hal Flomerfelt, Byron Grizzle, Charlie Holmes, Linda Newberry, Juanita Skillman, ARMA Chairman of the Board, Gisele Crawford, ARMA President, Gail Ann McCreary, Board Director, John Phillips, Board Director, Susan Whitmire, Board Director, Peter Hermann, COO, and Anita Willis, Director of Member Services.

Scott called the meeting to order at 10:15 a.m.

**Southeast Region Educational Conference –**

Scott Taylor gave an overview of the Southeast Region Educational Conference held April 23 - 25, 2003 in Atlanta, Georgia.

Hal Flomerfelt inquired of clarification for the high cost of the conference. Scott mentioned that the only information he could provide was the report that was distributed to the region chapter presidents. He further commented that the region leadership has committed to preparing a plan for future conferences, which will aid in financially setting up a conference.

Susan Whitmire commented that a past regional conference in Memphis also had issues with the additional costs.

At this time, Scott read into the record a letter from the Nashville Chapter expressing displeasure with the results of the educational conference.

Byron Grizzle requested a detailed explanation of funds spent on the awards, and thank you's distributed at the educational conference.

Scott stated that he believed he had performed all possible actions in order to receive answers for the questions the region's chapter's leadership had regarding the subject conference.

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Gisele Crawford agreed with the region leadership's plan to prepare and distribute a policy and procedure on providing a conference.

Peter Hermann offered the services of ARMA headquarters staff in finalizing the language in the contracts for region conferences.

### **Region Assessment –**

Scott brought up for discussion the agenda item of re-introducing region assessment fees in order to build a region treasury. He provided the attendees with the final vote from the region chapters. The majority of the Southeast Region chapters submitted a "no" vote for the region assessment fees.

Byron commented that the Nashville chapter supports the assessment fee, and fully plans to continue its support of region functions.

Scott commented that the region leadership will be requesting all chapters to provide financial assistance in basic activities in the southeast region. These basic activities include: 1) leadership conference attendance for the chapters who may need financial aid, and 2) to provide financial assistance for the region leadership to personally meet with various region chapters.

Charlie Holmes commented the Memphis chapter joins Nashville chapter in its support of the assessment fee.

Gisele suggested all chapters be invoiced an appropriate amount for the assessment fees.

### **Region Leadership Conference 2004 –**

Scott stated that he had received two proposals for hosting the 2004 ARMA Southeast Region Leadership Conference. Those two proposals had been received from the Chattanooga and Orlando District chapters.

Both proposals will be distributed to each chapter for their consideration and one vote, per chapter, will be sent to Scott in determining the location of the leadership conference summer of 2004.

Hal requested that Scott give a deadline to respond of November 28<sup>th</sup>. Each chapter leadership's response must be sent to Scott's email address.

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**Treasurer's Report –**

Current balance in the SE Region treasury is \$7890.81. Of this amount, \$5,123.85 is the total finances of the Sarasota Bay Chapter, and will be forwarded to ARMA headquarters for escrow, at such time as the chapter becomes dormant.

Juana relayed to the attendees that she is creating forms, which will be used for requesting funds from the region treasury.

Scott mentioned that the region has been served an invoice totaling an annual cost of \$180 for the use of the region website. John Phillips inquired as to if this cost includes domain name, maintenance, and hosting of the website.

**Miscellaneous –**

John Phillips inquired of a status pursuant to the Puerto Rico chapter. Scott replied that the Puerto Rico chapter had a representative attending the conference and that the region leadership has made plans to be more involved in that chapter's future.

Juana suggested that each chapter forward a monthly treasurer's report to their respective region coordinator. From that point, the region coordinator would forward the information to the region manager. Scott approved the idea.

Anita Willis stated that the region coordinator's role includes overseeing issues that do occur, as well as, issues that may occur in the future.

**Adjournment –**

Having no further business, Scott officially closed the meeting at 2:45 p.m.

Respectfully submitted,

*Alice B. Young,*  
Southeast Region Secretary