

Association of Records Managers and Administrators
Southeast Region Annual Meeting
Long Beach, California
October 2, 2004

On Saturday, October 2, 2004, the Southeast Region leadership held an annual meeting with other members of the Southeast Region of the Association of Records Managers and Administrators (ARMA). This meeting was held in Long Beach, California at the Long Beach Convention Center.

Present for the meeting were Scott Taylor, Region Manager, Dixie Bradley, Region Coordinator, Alice B. Young, Region Coordinator, Juana Walker, Region Treasurer, Tim O'Toole, Byron Grizzle, CRM, Jenny R. Jolinski, CRM, Ken Hopkins, Phyllis Beene, Glenda Scott, Linda B. Newberry, Wanda Maldonado, Susan McKinney, CRM, ARMA Director, and John Phillips, CRM, ARMA Director. Anita Willis, ARMA Director of Member Services stopped in for a moment.

Call to Order - Scott called the meeting to order at 1:19 p.m. He invited each attendee to introduce themselves and which chapter they are affiliated.

Treasurer's Report - Juana gave a Treasurer's Report as of August 31, 2004. She stated that the region had \$3,348.36 in the checking account. The 2004 Southeast Region Leadership Conference, held in Orlando, Florida, showed a profit, due to the vendor sponsorship for the event.

2005 Region Leadership Conference - Phyllis Beene, of the Chattanooga Chapter, gave an overview of the plans for the 2005 Southeast Region Leadership Conference. The dates selected for the conference have been confirmed for July 7 through 9, 2005 at the Chattanooga Choo Choo. Phyllis distributed brochures to the attendees for their review of the city.

2005 Southeast Region Educational Conference – Scott brought up for discussion the region hosting an educational conference. In the past, the region prepared an educational conference for the region and other interested parties. After consideration, Scott commented that there would not be a 2005 region educational conference, mostly due to numerous chapters providing seminars and mini-conference for their members.

2006 Southeast Region Leadership Conference – Scott advised any chapter interested in hosting the 2006 Leadership Conference to provide a written proposal at the conference in Chattanooga.

Additionally, Scott offered financial assistance to the Puerto Rico delegation. Wanda Maldonado replied that she would relay the offer to the chapter upon her return to Puerto Rico.

Region Gathering – Scott announced there would be a region get together on Sunday, October 3, aboard the Queen Mary prior to the ARMA welcome party.

At this time, tickets were drawn for door prizes sponsored by the region. The prizes and region winners were:

Free registration to the 2006 SE Leadership Conference	Phyllis Beene
ARMA SE Region t-shirt	Wanda Maldonado
Long Beach dolphin paperweight	Tim O'Toole
Long Beach shot glass	Byron Grizzle
Long Beach lighthouse decoration	Linda Newberry
ARMA SE Region t-shirt	Juana gave to Glenda
ARMA SE Region t-shirt	Jenny Jolinski

Adjournment – Scott announced the close of the meeting at 1:48 p.m.

Respectfully submitted,

Alice B. Young,
ARMA Southeast Region Coordinator/Secretary