

SE Region Workshop Meeting
August 21, 2007 10:00 a.m.

Teleconference Meeting

In attendance: Scott Taylor, past Region Manager, Alice Young, Region Manager, Juana Walker, Region Coordinator/Treasurer, Linda Johnson, Region Coordinator/Secretary

Everyone connected at 10:20 a.m.
Agenda checked and followed

Linda Johnson was confirmed as SE Region Secretary
Juana Walker was confirmed as SE Region Treasurer

Quick Books was purchased last year on Juana's credit card. She was not reimbursed for this or the year before, she laid the previous invoice aside. It was also automatically billed to Juana's credit card this year. Suggestion from Scott to get a credit/debit care for the Region so personal card doesn't have to be used.

The final report for the April, 1007 SE Region Education Conference was presented.

Total Income	Total Expenses	Profit/Loss
\$44,347.31	\$34,024.69	\$10,322.62

Since there was a deficit of funds for the Leadership Conference of \$2,047.80, it was decided by the region to subtract that amount from the Education Conference profit and of the balance a \$4,000 check be sent to the Gulf Coast Chapter and the balance of \$4,274.82 be kept in the region. There were concerns voiced by Juana who agreed a thank you check should be sent to the hosting chapter but not 50% of the profit. The concern was about future events. It would be nice to have money in the account to make a deposit without having to wait on seed money from the chapters or vendor sponsorships or absorb cost when an event falls short. Scott said that the Gulf Coast Chapter did a lot of work for the conference and should have half. He also suggested that Barbara get a copy for the education conference worksheet reflecting the negative from leadership. This was brought to a vote with two votes for and one against splitting the profit. The policy on hosting conferences will be revised to state percentage of profits that hosting chapter will receive. This will be brought before the chapter for their feedback before policy is rewritten.

The 2007 Leadership Conference in Jacksonville, FL income, expenses and difference report was presented.

Total Income	Total Expenses	Profit/Loss
\$1,925.00	\$3,972.80	-\$2,047.80

Two attendees, Charles Parks and Teresita Rodriguez, did not pay their leadership conference fee. Scott sent an e-mail to each of them asking that those fees be paid. Other fees not paid were for the Education speaker, region manager and the two coordinators. These fees are waived by the region each year. When received the amount will be income for the Leadership Conference and will go into the region's account.

The financial report (Form 990) for ARMA year 2006/2007 has been completed and submitted to International on August 2, 2007.

There were discussions on Network Solutions, Information on Network Solutions (web service) for region website – changing account charged for services.

Scott and Juana will meet to finalize annual renewals for website hosting costs.

Region webmaster is Janese Walker. Alice's picture should be moved to Region Manager and must get a picture of Linda to replace Alice's picture as Region Coordinator/Secretary. Someone will get Janese's e-mail address to Linda so she can forward a picture to be used on the site.

The Region Activity Report was discussed. Things that need to be added to reflect what the region has been doing from April thru August. Suggestions were made for additions.

Alice is to get Linda a copy of the last officers for the Memphis chapter. Linda will contact them to see if there is enough interest to revive the chapter. Scott was made aware of some interest from Iron Mountain and two people from the paper companies. Linda needs these napes for possible contacts. They can be retrieved from the 099 list on the intranet. The Knoxville chapter has interest from John Phillips, Carmen Blaylock and Bill Stevens. Linda will contact each of them to see where they stand on getting this chapter back. The region Activity Report is due in 3 weeks and chapter report should be turned into Alice before then.

Tentative schedule was discussed for SE Region Leadership for 2008. Some of the activities include breakout sessions for individual chapter officers. One breakout for each group of Presidents, Program Chairs, Membership Chairs, Secretaries, Treasurers, and Directors will be available for sharing. Time for tourist stuff will be worked into days but meeting will be held for 5-6 hours each day. Thought this is a fun time it is also about getting region business taken care of and growing ARMA

Information on cruise was discussed: Gratuity of \$40.00 per person can be paid up to 2 weeks in advance and is the responsibility of the attendee. Port charges are included in the cost of the cabin.

The meeting was adjourned.

Respectfully submitted,
Linda B Johnson