

Minutes of Southeast Region Team Meeting
October 30, 2008
1:30 p.m. – 2:30 p.m.

Teleconference Meeting

In attendance: Alice Young, Region Manager, Cherise Forbes, Region Coordinator, and Linda Johnson, Region Coordinator/Secretary

Everyone connected at 1:30 p.m.

Agenda checked and followed.

Linda attended the 53rd Annual ARMA Conference and Expo in Las Vegas and sat in on meetings for Alice. She handed out a report to both Alice and Cherise with notes on the conference covering the Board of Directors meeting and the Region Managers and Region Coordinators meeting.

The following are the items that were discussed by Linda at this meeting. Unless otherwise indicated this was information obtained from the Annual Conference. The notes covered information about how the structure of ARMA International is changing and going to an Executive Council and Board of Directors & Staff form of operation. This type of operation will allow for more attention to be given to the different programs. The Board of Directors and HQ Staff will do work that promotes Records and Information Management and the Executive Committee will do work that keeps the organization working and handle emergencies that arise.

Also discussed were the plans to no longer have the committee structure and move toward Task Forces. The task forces will be formed to do a particular project until it is complete then the task force will be finished. This is a move toward project management as opposed to on-going committees.

There were discussions on volunteerism, chapter membership, websites, and how to successfully market your chapters.

During the Region Leadership portion of the meeting the attendees discussed how the Strategic Plan could be implemented at the leadership meetings and how that could be funneled down to the chapter level. The team discussed how to keep cost for leadership as low as possible for the attendees and if registering for leadership via the internet might be a possibility. Other items discussed were scholarship for leadership meeting, historical or unusual venues for leadership (Helms Briscoe might be used for this), offering vendors opportunity to speak on their wares and region conferences, and a champagne toast for the “chapter members of the year” being held at leadership.

One really good idea was the suggestion that the region team and the chapter presidents have a conference call monthly, limited to 1 hour, to discuss any current issues. Interested parties from dormant chapters could be asked to join the calls.

CRM workshops or conferences were discussed and thought to be a good idea. These could be sponsored and backed financially by chapters who have studying CRM candidates. This workshop/conference could be held near the chapter with the most CRM candidates. Alice suggested doing a two track workshop/conference. Track 1 for candidates studying for the first 5 parts and Track 2 for the candidates working on passing part 6.

There was a presentation about how to approach a vendor and the information that a vendor wants to know when asked to sponsor an event. They talked about newsletter and website sponsorship and advertisement. Staying in constant contact with the vendors for the duration of the event set-up was also suggested.

Marilyn Bier, Executive Director gave a State of the Association address – Our Successes and Challenges in 2007-08 and Beyond. This presentation is available on the website.

Linda sent these notes along with two attachments (1) *The ABC's of Sponsorship* and (2) *Mentoring Program Goals and Objectives* used by HQ to help with transition of new board members and staff. It was suggested that the regions and chapters consider using a mentoring program in their board of directors and officer changes.

Alice and Cherise read and asked questions on these above discussed items with Linda.

The discussions then moved to our new SE Region website. Cherise said Kevin wanted to know if he could remove the Annual Conference banner on top since the conference was over. Alice agreed. The team also discussed the awards that were won by the chapters in the region and wanted to get some photos of the winners to post on the website. Pictures of happenings at the conference itself were also wanted for posting.

Trying to keep within the time limit the meeting was adjourned at 2:35 p.m.

Respectfully submitted,
Linda B Johnson, Region Coordinator, Secretary