

**ARMA SOUTHEAST REGION**  
**November 3, 2005**  
**Teleconference Meeting**  
**2:00 p.m. – 3:00 p.m.**

An official meeting of the Association of Records Managers and Administrators, International (ARMA), Southeast Region Leadership was held on November 3, 2005. In attendance were J. Scott Taylor, Southeast Region Manager, Juana Walker, Southeast Region Coordinator/Treasurer, and Alice B. Young, Southeast Region Coordinator.

Scott called the meeting to order at 2:00 p.m.

**ARMA International Annual Conference** – Due to Alice's absence at the annual conference, Scott and Juana gave her a brief summary of the events and sessions held in Chicago. Both Scott and Juana commented that the sessions were very good and the conference had a good turnout.

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**ARMA Southeast Region Educational Conference** – The initial plan for a region educational conference was to hold it in Jacksonville on April 20 & 21.

In order to effectively plan a region educational conference, a survey of the region chapters was done as to each chapter's plans for the coming year. Scott reported that only Atlanta, Birmingham, and Orlando had responded to this initiative.

Each coordinator will communicate directly with his or her chapters for a response to individual seminars. In these discussions, the coordinators will inquire as to volunteers and the concept of having a region educational conference every other year.

Scott commented that he will give the Jacksonville president a report as to the responses received for assistance.

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**Southeast Region Website** – Janese Walker (Juana's daughter) has offered a proposal to the region team for maintaining the region website. (The proposal is on file.) Janese's proposal includes: 1) a one-time makeover, and 2) maintenance and updates, as needed. The proposed charges for this proposal would be \$100 for each year (allowing 5 updates per year). If a new website is more desirable by the region, the cost would rise to \$200 for the building and launching of the website.

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**Chapter Discussion/Recommendations** – Scott will review the Administrative Letter (AL) for the next step in placing South Florida Chapter in dormancy.

Further, Scott will draft a letter to the members of the Knoxville requesting the individual decision for continuing the chapter or placing it in dormancy.

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**099 List Distributed from ARMA, International** – The region team determined that it would be in the best interest of each individual chapter to receive the 099 List from ARMA International. This would provide a conduit for contacting ARMA members who do not belong to a particular chapter.

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**Southeast Region Newsletter** – Alice suggested that the team consider developing a region newsletter to send to all members of the Southeast region. After discussion, several items were listed as possible components of the newsletter: information from ARMA headquarters, upcoming events throughout the Association and region, comments from Member Services, a set column for sharing accomplishments of chapters, and a “Region Corner” for the Region Manager and the Region Coordinators.

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**Southeast Region Leadership 2006 Update** – Scott stated he will contact the president of the Atlanta Chapter (host chapter for Southeast Region Leadership 2006) for an update on the progress of the Leadership Conference, scheduled for the summer of 2006.

Respectfully submitted,

*Alice B. Young*  
ARMA Southeast Region Coordinator/  
Southeast Region Secretary