

GWDC ARMA BOD MEETING

October 13, 2015

IN ATTENDANCE

Jackie Bigelow

Paula Blake

Rahim Briggs

Ronald Brooks

Judy Campbell

Chris Glasper

Sabrina Monroe

Collin Simms

Thomas Spruill

Absent: Tony Donaldson, Averi Roberts, Karen Schuler

The meeting was called to order at 12:05 PM with a quorum.

President opened the meeting with comments about the recent ARMA conference.

PROGRAMS

September program: Everyone thought Carol's presentation was a great kick off for the year. Having the presenter via conference call was challenging, but it worked out well. President thanked Chris Glasper for hosting.

October program

Speaker: Tom Edwards, Regional Manager Feith Systems and Software, Inc. - sponsor for records manager system

Feith Systems provides free courses online. Use this link to access: <http://www.feith.com/events/records-management-university-webinar-course/>

Spring seminar:

Need to outline the program. Take a survey as to whether or not people are interested in the CRM session. Send a survey on survey monkey to the membership to see what they are interested in.

Spring seminar-confirm date?

March meeting 16th

McDermott will host it. DC Government is plan B which holds 100+

8:30-4:30pm

SPONSORS

We need sponsors. Reach out to Craig Smith with Vendor Access to see if they would sponsor.

MEMBERSHIP No news. Averi trying to grow the membership.

Received e-mail from ARMA with special recognition for increasing our membership by 5 members.

TREASURER

Petty Cash \$50.00

PayPal \$8,512.40

Checking \$9,506.59

Investment \$17,264.38

\$200. to deposit

Still waiting on a few invoices.

Tax form files and accepted.

Need invoice for August meeting @ Dickstein

Need info for sponsorship payment. No payment online.

WEBSITE:

Post information re: chapter scholarship to ARMA conference for fall 2016.

Add information re: free course.

No minutes from September meeting will be posted.

Career opportunities-are posted. Anyone can post openings.

Social media: We are now on Twitter. Take a minute out of each chapter meeting before we start to get people to sign up and Tweet. Ask people to like our Facebook page.

Look into the possibility of developing a chapter app.

OTHER BUSINESS

The 3 local chapters ARMA DC, Greater Maryland and NOVA chapter to connect and do a joint event. Networking event will take place between November-December. Should be posted online. NOVA invited us to a Tysons meeting to network.

Awards

Congratulations to Sabrina Monroe on receiving the Chapter leader of the year award and to Jackie Bigelow on receiving the Chapter member of the year award.

The Chapter received an e-mail from ARMA International with special recognition for increasing our membership by 5 ppl.

The meeting was adjourned at 12:50pm.

Respectfully submitted,

Chapter secretary,

GWDC ARMA