

GWDC ARMA Summer Planning Meeting Minutes

- Call to action at 12:38

Attendees:

Rahim Briggs

Chris Glasper

Mel Baskin

Sabrina Monroe

Tony Donaldson

Jean-Marc Dubose

- Review of prior meeting minutes
 - Minutes accepted to and ready to post to website
- Website Training Recap
 - Training Guide and links received
 - 8/14 save links and make some updates to site
 - Continue existing server and move to new platform (Wix)
- Potentially adding a Board Member(s) (VP of Program's Suggestion)
 - A member representing government (VP of Program's Suggestion)
 - Other industries as well

Host Site Location Review and Identify for Monthly Mtg. – See Planning Chart for month selections

- DCPSC
- Blank Rome
- McDermott – Need 1 month's notice
- Paul Weiss
- Sidley
- Clifford Chance
- Hogan Lovells reconsidered availability to host one mtg. annually
- Virtual Meetings 4x's per year at \$10 per meeting
 - Provide link once payment is received and send 2 days prior to meeting
 - Discuss script for invitation and meeting.
 - Discuss option to make virtual attendance available for live meetings also.

- All dates have been filled, Clifford Chance and Paul Weiss noted as fillers
- Identify Speakers
 - Review pool of speakers from past and vet presentations based on current trends
 - Vet current members that are speakers
 - Determine topics that will support all industry members
- Trends
 - Info Security
 - *The Evolution of the Records and Information Management Professionals
 - Required Certifications (Skills) then vs. now
 - Office 365
 - Matter Mobility
 - Retention
 - Privacy Laws
 - Legal Holds

Suggestion: VP of Programs provide recommendations based on expertise.

Response: VP prefers to gain interest from members who would greatly benefit from substantive information.

Action Plan and Next Focus Mtg Focus:

August 16th - Welcome Letter from the President Language, Send August 17th

August 21st, Send September Meeting Invite Save the Date

September 5th Monthly Meeting Focus

- Communication Plan
- Finalize newsletter and website

Meeting Adjourned at 2:21pm