

## GWDC ARMA VIRTUAL BOD MEETING - OCTOBER 01, 2013

In attendance:

Darren Bruening

Paula Blake

Rahim Briggs

Chris Glasper

Deb Marshall

Sabrina Monroe

Mark Moore

Leanne Peterson

Averi Roberts

Ashera Stanton

The meeting was called to order at 12:03 P.M., with a quorum.

September minutes were approved.

### **WEBSITE**

All BOD Members must submit a short bio (3-5 sentences) and head shot to the Webmaster, by Thursday. The Committee has been reviewing and making recommendations. We will start with 10 core pages and add-on as needed. Typing, publishing, uploading, functionality will be easier. There will be training for primary, backup and individual users. We plan to launch the website at the October meeting. There will eventually be BOD email addresses.

1. Committee review and recommendations
2. Send Bios and headshots
3. Final review and website will be sent to entire Board

## **WEBSTE MARKETING**

It was suggested that we have marketing material to promote our website:

1. Business cards
2. Post on List Serve
3. Print on Programs
4. Add to Evite starting in November

## **MEMBERSHIP**

The Membership Committee (6 people) is trying to build up membership. They will try to get 2 sponsors per meeting. The October 16 meeting will be at Orrick, sponsored by Linden Resources. Bruce Smith will speak on Cyber Security/data classification/hacking prevention/sensitivity levels. He will provide some take-a-ways for attendees.

## **SEPTEMBER MEETING RECAP**

Jeffrey Ritter was, as always, a fabulous speaker.

2013 ARMA International Conference Tuition Scholarship recipient is Steven Dibelius. We provided a certificate to Steven at our September meeting and the tuition will be paid directly to ARMA International on his behalf. He offered to relate his experiences at the November meeting.

## **ARMA CONFERENCE**

About 1,400 will attend the conference, but those numbers are down from previous years. Our Chapter will purchase a Kindle Fire as the Silent Auction item. A form needs to be filled out and sent to ARMA Int'l so they know to expect the item.

## **TREASURER**

Checking - \$3,326.55

Investment - \$17,257.56

PayPal - \$289.50

Cash - \$500.00 (\$450 will be deposited/\$50 will be used for petty cash @ Chapter meeting)

The Budget report will be emailed.

Our missing CD (from BB&T Bank) was transferred to the DC Unclaimed Property Department. Our President is doing paperwork to claim it.

### **AIEF**

Honorariums will be sent in the name of each speaker. We plan to send checks at the end of the Chapter year.

### **ACTION ITEMS**

1. Website info will be sent to all BOD members
2. Review and contact expired memberships
3. Conference attendees will contact each other to connect in Vegas
4. Purchase Kindle Fire for Silent Auction
5. VP Membership is moving , but will remain on the BOD
6. The meeting was adjourned at 12:50 pm.

Respectfully submitted,

Secretary, GWDC ARMA

### **Addendum to Programs:**

November- Jessica Holmze - Data Leaks and Digital Rights,

December- Andy Koval - Mergers and Acquisitions

January- Brian McCauley - Privacy Issues.

February -Ralph Petti - Disaster Recovery

March - Seminar at K&L Gates. Doug and Leigh will lead off in the morning with, Data Rights and in the afternoon Jason Baron formerly of NARA, now a lawyer with Drinker Biddle, and Julie Colgan will talk about email as records and NARA's CAPSTONE project.

May - Steve Roberts will talk about reaching upper management

June- someone who has an HR bent to talk about working through people problems with co-workers, clients and colleagues.