

ARMA Triangle Planning Meeting Minutes
Thursday, June 27, 2024
11:00 a.m.
Teleconference - GoToMeeting

- Welcome
 - Attending: Ben Lutkoski, Betsy Ford, Hillary Gatlin, Kimber Brumbaugh, Theresa Wall
 - Out: Matt Debellis, Robert Michaud
 - Announcements/Updates
 - Hillary submitted ARMA Chapter BOD Update form on 6/24
 - Theresa will be filling the tax related forms in July
 - Any additions to the agenda?
 - Suggest getting online Quickbooks as the current version is just on Theresa's computer. Online version is currently on sale. Theresa will get us info on that and send out. Theresa and Ben will meet before Sept meeting to train Ben on the Treasure transition.
- Evaluation of StarChapter
 - Pros/Cons of StarChapter
 - Pro – As we don't have a designated communications person, StarChapter makes sending out communications really easy.
 - Pro – website and registration system combined
 - Con – more expensive option (~\$72/month based on how many register)
 - Con – limits on how many emails can be sent out a month and the limits aren't clear. Not usually an issue, but during Spring Seminar Mania did come up.
 - **Decision** - Not really worth the time and effort to change right now but should continue to keep an eye on options due to the rising costs.
 - Other options:
 - Some chapters have separate website, use EventBrite for registration, and then use Stripe (or other system) to collect payment.
 - ClubExpress
- Chapter Records Storage
 - Who has records? Where? What type?
 - Kimber, Hillary, Lisa, Theresa, Betsy all have records.
 - Hillary has all digital as does Theresa (financial).
 - Kimber has a mix of physical and electronic, but the physical is all older.
 - Discuss Retention Schedule Draft
 - If we approve the updates discussed, can officially vote on it at the first Board meeting of the year in September.
 - Discussion on whether anything needed to be retained more than 3 years.
 - Hillary will get StarChapter contract from Lisa to see if there is anything in it to impact a retention of Active + 1 for contracts.
 - Digital Records Storage Options:
 - Website connected to the ARMA website ([chapter central](#))

- Ben will reach out to Heather about getting an ARMA website for our records.
 - Hillary will send him Heather's contact information.
 - Aiming to have set up by the first official Board meeting.
 - Community group in [myARMA](#)
- Outreach Strategies
 - Library School Groups
 - Ben wants to try to make contact with local professors to let them know we exist and about our sessions.
 - Hillary has interns from SILS so can possibly get contact names/info from them.
 - Big ARMA calendar – will continue to use. Hillary will submit our sessions to the calendar.
 - Expand outreach to other regions?
- Planning for 2024-2025 Program Year
 - CRA/CRM Study Group?
 - Try to add at least 1 in person session (possibly in May?)
 - Presentation Dates/Topics for Next Year
 - September 5 – Outreach meeting
 - October 3 – Webinar
 - November 7 – Webinar
 - December 5 – scrap
 - January 9 – Webinar
 - February 6 – Webinar
 - March 6 – Webinar
 - April 3 – SSM
 - May 8 – In person and lunch / networking – free for members. May need to adjust to not conflict with SSM
 - Who are we serving now? Covid changed a lot of things. We don't meet in person currently so what makes us special/important for our local members?
 - Host a SILS gathering? Sometime in the fall? Have it possibly replace our standard meeting. We can be flexible on day/time/Month based on the school schedule.
 - Possibly coordinate one of our webinars with another local chapter in another state. Betsy will look into options to work with.