



ARMA Metropolitan New York City Chapter
Board Meeting- Conference Call
November 9, 2012 – 4:15 p.m. to 5:30 p.m.

Attending: Bryn Bowen, CRM; Michael Landau; Edie Mazzullo; Darryl Harris; Jennifer Best; Debbie Mevs; Frank LaSorsa, CRM; Mary Sherwin; Eugene Stakhov, CRM; Jason Stearns, CRM

Committee Members Attending: Fred Grevin; Carol Trapano

Absent: Derick Arthur; Anita Castora, CRM; Ace Romar; Marcel Rodriguez

Introduction - President - Jason C. Stearns, CRM
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Meeting was called to order at 4:15 p.m. by Jason. This meeting is a continuation of the 10/18/12 meeting which was adjourned due to time constraints before the agenda was completed.

Vice Presidents – Advertising and Promotions – Debbie Mevs & Edie Mazzullo Committee – Derick Arthur; Frank LaSorsa; Marcel Rodriguez, Mary Sherwin
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Meeting sponsorship updates:

- October 30 ARMA@Noon – meeting cancelled
- November 13 Meeting – meeting cancelled
- November 29 ARMA@Noon – Total Records
- January Member Appreciation Event – Linda Lafferty of Redwallet Connections.
- Spring All Day Educational Event – Several vendors have been contacted (CvisionTech, William B Meyers, StoredIQ, Forest Solutions) and are waiting for answers. Additional possibilities are RSD for the Evening cocktail reception.
 - Cost of Break and Meal sponsorship levels- The committee will look at and report back to the Board for approval
- Newsletter sponsorship – nothing to report
- If the sponsors are looking for a specific topic – let Derick know
- ➔ Action: The Committee to schedule a Brainstorming meeting for Sponsors for the March Educational Event

Vice President – Newsletter– Jennifer Best Committee – Bryn Bowen
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- Newsletter– due to the Hurricane Sandy, the publication has been delayed. It will be published within the next 2-3 weeks.
- Ace, Gene and Michael are the Feature article.
- Using MS Publisher- \$110.00 Its purchase is required and needed for publishing the next newsletter. Jen will research the implications (single user license, transferrable, etc) and get back to the Board on acquiring MS Publisher.
- Jen will publish the deadlines for all upcoming issues
- The March issue will be issued prior to the March event and the articles should reflect the topics covered at the Event.



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Vice President – Webmaster and electronic communications – Marcel Rodriguez
Committee – Bryn Bowen; Eugene Stakhov; Michael Landau; Derick Arthur; Ace Romar

- Website - The new website is nearly ready to launch. For a sneak peek, use the link below to access the site. Marcel will work with MA Webcenters on finalizing the site.

<http://w.mawebcenters.com/ARMANYCORG/admin/website/designcenter/finaldesign/>

- Facebook, Twitter, Linked-In, List Serve notifications: The current designated people for updates are: Gene Stakhov – Facebook; List Serve – Fred Grevin.

Vice President – Collaboration – Gene Stakhov

- NYCPA – (NYC Paralegal Association) is interested in having a joint event. They are willing to provide CLE credit, which is key in attracting lawyers and some speakers and attendees. The target for the joint meeting is April 2013.
- ECALSM (East Coast Association of Litigation Support Managers) meeting –Gene is still working out a potential topic
- CGOC – November 29 event on Information Governance

Immediate Past President –Frank LaSorsa, CRM

- ARMA International News – Speaker Grant Deadline is January 1, 2013. We need to put in the paperwork, because it is part of the Merit Achievement award. Frank will assist Jason in applying.
- COTY – Next meeting postponed until after Thanksgiving. We need to get the Special Project off the ground.
- Frank has several ideas for the ARMA International Special Project Award: Possibly a Disaster Recovery Plan which could be spread out to other organizations
- December 31, 2012 is the deadline for the Region Coordinator position and the Region Leader position deadline.

New Business/Open Discussion

- Update on November 18 Chapter Meeting: The FBI is having trouble committing to this date. We also have an issue on where the meeting will be held. We will request an update from Derick on Monday.
- Fred will reach out to the NY Office on Counterterrorism for a possible back up plan to the FBI speaker meeting.
- Fred suggestion for a session: “Lessons Learned on Disaster Recovery from Hurricane Sandy” with a panel of folks discussing how their organizations dealt with the Hurricane. It could be an evening meeting or a half day session.



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- New Task Forces – The following Task Forces were discussed, with the idea of breaking out the work for specific topics as noted. Committee heads or proposals are noted
 - Hurricane Sandy Response – Donna [Figueroa](#) (MTA) was proposed
 - Chapter Disaster Recovery Assessment and Planning
 - Event “Checklist” – Bryn Bowen
 - Bylaws review and Update – Bryn Bowen
 - Meeting Subscriptions
 - Chapter Sponsorship
- ➔ Action: Board members will think of possible volunteers for Task Force heads that are not on the Board (Board members are stretched thin) – Jason will send an email, ask for response on Monday.
- ➔ Action: A volunteer needed for Constant Contact Duty – Mary will speak with Marcel on what the requirements are.
- Suggestion to make a list of where volunteers are needed, and to send an email blast to the membership. Requesting volunteers is one way to use our 333 members more effectively.

Meeting was adjourned at 5:30 p.m.

Respectfully Submitted,

Mary W. Sherwin

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Secretary