



ARMA Metropolitan New York City Chapter
Board Meeting Minutes
Monday, November 7, 2011
3:00 p.m. – 4:30 p.m.
Via Teleconference

Present: Bryn Bowen; Mark Kamien; Michael Landau; Frank LaSorsa, CRM; Ace Romar; Mary Sherwin; Eugene Stakhov, CRM

Committee Members Present: Anita Castora, CRM; Sofia Empel, CRM; Darryl Harris; John Hong; Carol Trapano

Absent: Melissa G. Dederer, CRM; Donna Severino; Jason C. Stearns, CRM

President – Frank LaSorsa, CRM

- Meeting called to order at 3:05 p.m.
- Welcome and introductory remarks
- CRM Review Class held in October - went well. Goal is to schedule the next CRM Review class in January as several members have expressed an interest. Karen Smith, CRM, has agreed to assist.
- SLA, AIIM, ARMA networking event held October 25 - It was so well attended that there were almost too many people for the space, which gave limited opportunities for the members from the various groups to intermingle. For the next inter-group networking event, we will assist in picking the venue, and having more input in the planning. Michael Landau suggested ice breakers for future events. A comment was made that very little food was available. We did not pay for the venue but they were able to pull in a lot of revenue on an otherwise slow night. Frank gave this feedback to the organizers.
- Frank will participate on a call with the Archivist Round Table and the SLA group to discuss the merger of DORAS and DCAS with the city councilman. This is a precursor to an in-person meeting.
- Update on Region letter – Frank updated it and circulated for feedback. Since two Board Members feel uncomfortable sending it out, it is currently on hold.
- Region - Frank will send an email to Trevor Mitchell at ARMA International asking for more information that can be passed on to current and former board members (those eligible to serve at the Region level), such as how to apply for a Region leadership position. The current Region leadership term ends in June 2012.
- Upcoming events – November 16 and November 29 meetings now have sponsors. Topics will be covered later in Professional Development report.

Vice President/Collaboration – Donna Severino Committee – Jennifer Waters Farley, CRM
--

- Donna was absent from the meeting so no reports were provided.



ARMA Metropolitan New York City Chapter
Board Meeting Minutes
Monday, November 7, 2011
3:00 p.m. – 4:30 p.m.
Via Teleconference

Vice President/Advertising and Promotions – Mary Sherwin
Committee – Derick Arthur; Bryn Bowen; Marcel Rodriguez; Ace Romar

- November 16 meeting has 4 sponsors:
 - ARMA Metro NYC has provided 2:
 - OpenText - 10% discount, because also taking out an ad in the next newsletter. - \$715.50
 - Total Records – Discount provided - \$500
 - AIIM has provided 2:
 - CRE8 (George Dunn's consulting company) - \$500 – discount provided
 - Fujitsu - \$695

With 4 sponsors, we have a possibility to break even on the meeting. The event's expenses are high, due to the cost of the speaker (\$1000), the speaker's travel from San Francisco, as well as the cost of the Muse (around \$3400). Our liability for the speaker is \$500, as arranged by Gene Stakhov. If we are able to have around 40 attendees and collect around \$2100 (which we usually do), we may break even. If we do have a profit, we have agreed to share it with AIIM.

Mary Sherwin put together a flyer to advertise the November 16 event, to hand out at various other events such as the SLA/AIIM/ARMA networking event.

- November 29 ARMA @ Noon sponsorship:
 - GRM has agreed to sponsor this meeting as well as the Grand Central Level sponsorship for the March Event. We extended a 10% discount to GRM for the Nov. 29 meeting, so their bill will be \$625.50.
- Newsletter sponsorships – Open Text has agreed to one full page newsletter ad in the next newsletter
- January Meet and Greet sponsorship – Potential sponsor is Redwallet, Mary will call Linda.
- Sponsorship Drive at conference – Many of the Board Members went booth to booth at the ARMA International Conference in October to gain prospects. Several new potential sponsors were identified.
- Update on sponsorship drive for the March event
 - To date the following are confirmed sponsors for the March Event
 - National Records Center (Credit from 2011)
 - Knowledge Lake – Grand Central
 - GRM - Grand Central
 - Archive Systems (as of 11/11/11)
 - Probables are:
 - NextPage
 - IndexEngines
 - Tab



ARMA Metropolitan New York City Chapter
Board Meeting Minutes
Monday, November 7, 2011
3:00 p.m. – 4:30 p.m.
Via Teleconference

- OpenText (Marcel)
- Prospects are:
 - Iron Mountain (Marcel)
 - Autonomy (Derick Arthur)
 - Trak (Derick Arthur)
- Goal is to have all sponsors by end December 2011
- All Board Members are requested to reach out to sponsors
- Comment: In order to conduct a good sponsorship campaign, we will need the materials, such as last year's Event brochure, the track outlines, names of the sessions and a layout of the Event educational space, so that the sponsors know what they are supporting.

Vice President/Secretary – Melissa G. Dederer, CRM
--

- Melissa was absent due to illness, so no report was made.

Vice President/Treasurer – Michael Landau Committee – Melissa G. Dederer, CRM; Carol Trapano

- Account balances report – sent via email attached to these minutes
- October 13 meeting overview – sent via email and attached to these minutes
- Michael is working with our Region Manager, Steve Lastres, to correct the Paypal link to our Chase account.
- Quikbooks – sent via email and attached to these minutes
- Transition from Cvent to Constant Contact – We now have the possibility to try out Constant Contact, with access available through the end of year. Michael sent out the link to all board members. In addition, we are paying for Cvent at ½ price - \$500 / Quarter through the end of the year (normally \$1,000 per Quarter)
 - Frank and Gene pointed out that we need to verify if, using Constant Contact, we can segregate the sessions for the March event out (attendees must be able to select which session to attend per time slot). We will need to test the user interface to make sure it is easy to use and user-friendly.
 - Michael Landau suggested reaching out to Seth Beim of the ARMA Northern NJ chapter, because they use Constant Contact. Frank suggested that we set up a WebEx meeting for a walkthrough with the Board and Seth Beim.
 - Next Steps: Michael Landau to arrange the walkthrough for the Board.
- Outstanding Sales Tax Issue: We have been billed \$1000 for 2010, 2009 and 2008 for prior year taxes by Cvent. Michael Landau has been negotiating with their sales department to reduce our tax liability. We are a 501-3(f), not a 501-



ARMA Metropolitan New York City Chapter
Board Meeting Minutes
Monday, November 7, 2011
3:00 p.m. – 4:30 p.m.
Via Teleconference

3(c) and therefore are not a strictly non-profit group. Cvent is trying to collect sales tax based. NY State is trying to collect taxes on Software Services provided via Internet, and treating them as doing business locally. Cvent is based (Atlanta). This is a change in approach as NY State did not do this in the past.

- Next Steps: Michael Landau is continuing to negotiate with Cvent.

Vice President/Membership – Mark Kamien
Committee – Lauren E. Barnes, CRM; Bryn Bowen; Crystal Cutler; Jennifer Waters Farley, CRM; Carl Schriefer; Karen Wagner

- Current membership levels – We now have 339 members. Sending a list of new members who joined in October and November.
- Mark sent out the new member list via email.
- Proposal made and accepted – each board member take one or two names off the list to call them directly and welcome them to the chapter, and to encourage them to take advantage of the certificate for a free meeting. Bryn, Frank, Michael, Gene, John, Anita volunteered to contact one or two new members.
- Letters with certificate for one free meeting – mentioned by Mark in his letter welcoming them to the chapter. However, since we have done it, only 2 people have taken advantage.
- Mark suggests keeping the “one free meeting” at least until the end of year.
- Tenure pin ceremony for Nov. 16 – update – Jennifer Farley and Crystal Cutler are assisting on contacting folks with tenure so that the pins may be given out on November 16. Members must attend the meeting in order to receive their pins.
- Door procedures for meetings – Karen Wagner has volunteered to help Carol Trapano and Edie Mazullo, but more on the database side. Need to record if they are new members, or first time visitors.
- First time attendees, very few recently.
- A suggestion was made to have the new members or first time attendees wear a ribbon on their badges and for the Board members to welcome them at the meeting.
- Frank will ask new members to identify themselves during the announcements.

Vice President/Professional Development – Eugene Stakhov, CRM
Committee – Derick Arthur; Lauren E. Barnes, CRM; Bryn Bowen;
Sofia Empel, CRM; Fred Grevin; Jennifer Waters Farley, CRM; Mary Sherwin

- November meetings – update – Nov 16 – Bud Porter Roth will be presenting on “the Cloud”, as he has written a white paper for AIIM on the topic. AIIM has provided him as the speaker. The Nov 29 meeting topic is Personal Branding



ARMA Metropolitan New York City Chapter
Board Meeting Minutes
Monday, November 7, 2011
3:00 p.m. – 4:30 p.m.
Via Teleconference

- Discussion on the March Event – Professional Development committee met on November 4 to discuss the initial layout of the various tracks.
 - Professional Development track – interview workshop, academic advising, and education. Sofia, Lauren and Fred are qualified to provide such mentoring. One-on-One sessions are envisioned.
 - Interview Skills – role play in a group setting – Mark Kamien agreed to organize this workshop for the event.
- Task force update for the March Event– Frank is preparing short project plans for the Event, such as logistics-bags, game cards, sponsorship (Mary), sessions (Gene).
- Goal to have the sessions worked out by end November
- See the attached Professional Development Committee meeting minutes for more details on the March Event.
- Next Professional Development committee meeting scheduled for Friday (postponed to Nov. 15, 2011)
- Draft of facilitator agreement – update – the committee review and provided additional comments on Friday Nov. 4
- “ASPIRE” program – update- Mary will be spearheading the development and implementation of the ASPIRE program. She provided an outline and circulated to the Professional Development Committee and to the Board (attached). She will form a small committee to draw up the outline, meeting formats, etc. and have it ready to launch by March 29. Lauren has a presentation coach at Credit Suisse who is willing to work with us on this program. Anita volunteered to assist. Melissa and Marcel have also volunteered to assist.

Vice President/Special Projects and Events – Ace Romar Committee – Darryl Harris; Edie Mazullo

- Social Events – SLA + AllIM cocktail party was a good way for members to socialize; Ace’s Halloween party also had several ARMA attendees. It is nice to offer outside events for membership to get to know each other.
- January Meet and Greet – update – DuoNY.com - new restaurant on Madison Ave.; Ace will work with Frank on the budget for the January event, and to look at going to Duo or another restaurant. Typically the budget for the January event is \$3000-\$6000, depending on the location. Sangria/Hurley – 3K, Hudson Terrace 6K
- Name tags with the first name in Large Font were suggested so that meeting attendees can read names without pulling out their glasses.



ARMA Metropolitan New York City Chapter
Board Meeting Minutes
Monday, November 7, 2011
3:00 p.m. – 4:30 p.m.
Via Teleconference

- Suggestion for Board member rotation managing a meeting – further discussion. Ace has made the suggestion that each board member take a turn shepherding an event, including any last minute logistics with speaker, finalize lists, introduce the meeting, etc. Frank will come up with a schedule for the remaining spring events.

Vice President/Communications – Bryn Bowen
Committee – Jason C. Stearns, CRM; Lucinda Donaldson; John Hong; Karen Wagner
Tech Task Force – Derick Arthur; Bryn Bowen; Michael Landau; Marcel Rodriguez; Ace Romar; Eugene Stakhov, CRM

- Deadline for each newsletter is 10 days before Issue Date.
- Nov 16 meeting review – Lauren will assign to a student and have a competition on the best article to publish.
- Nov 29 meeting review – Mary volunteered to write the meeting review.
- Web site has been updated by Melissa Dederer – “Webmistress” and Anita Castora – who will be updating the Vendor (Sponsor) page. It has been suggested to take down all sponsors except Archive Systems –Frank will ask Steve to do it.
- Newsletter Updates:
 - December (Holiday) issue of Exchange (mid-Dec) – Jesse Wilkins, either a social media or ex-marine piece. (Goal is to have one heavyweight article per issue).
 - Uniquely NY – Board members challenged to come up with something Holiday-ee and graphic-ee – collage
 - Mary – will write an article on Aspire program
 - Mary and Bryn will take cover photo
- Next Issues:
 - Mid Feb – Dog Days of Winter
 - Late March (to be distributed at the ARMA March Educational Event)
 - Mid May
 - Mid June – Vendor Appreciation events
- Data issues – Jason and Marcel are updating the lists between Constant Contact and Cvent. If we find out Constant Contact does what we need, then we would be all set with one mailing list.

Jason will put together some graphic buttons for our 4 awards for the newsletter, which will also be incorporated into our Website banner. Since George Zhal hardcoded the



ARMA Metropolitan New York City Chapter
Board Meeting Minutes
Monday, November 7, 2011
3:00 p.m. – 4:30 p.m.
Via Teleconference

site, he is required to modify it. Frank will get a quote on how much it will cost to add the 4 buttons, as well as adding holiday candles, then taking them down.

Executive Vice President – Jason C. Stearns, CRM
--

- Jason not able to attend, so no updates were given. Post meeting, Jason emailed the proposed draft cover for the March event.

Immediate Past President – Melissa G. Dederer, CRM
--

- COTY Task Force – update (Melissa was absent and not available to provide a status update.)

New Business

- March 29, 2011 Conference Project Plans – Frank will put them together and send out to the board.
- RIM Clubs in High Schools - Jose Rosado put together a series of documents on putting RIM Clubs in High Schools. He does not want to be the Task Force leader nor do the “leg work” for implementing this. Ace expressed an interest in working on this program. This program would need a Task Force leader to get it started. Frank will send out the documentation to the board. It would be a way for members to get involved in the chapter.

Motion made and seconded to adjourn the meeting. Meeting adjourned at 4:30 p.m.

Attachments:

- Treasurer's Report
- Professional Development Committee Meeting Minutes
- ASPIRE program outline
- New Members List

Respectfully Submitted,

Mary Sherwin

Mary Sherwin
Acting Secretary

Arma Accounts Balance

As of

October 31, 2011

Fidelity 40,370.96

Dreyfus 11,995.43

Chase 7,123.79

Total \$ 59,490.18

October 13th Meeting Notes

Money we took in:

Gibbons sponsor- \$ 795.00

Money collected at the

door : \$ 241.00

Internet payment \$1,484.00

Total receipts \$2,520.00

Fidelity Money Market

7/29 14,063.12

8/31 14,063.24

9/30 14,063.36

10/31 14,063.48

Expenses for the October 13th

Meeting:

The Muse Cost: \$ 3,291.75

Barclay Blair: \$ 1,000.00

Total \$ 4,291.75

Total Cost \$ 4,291.75

Total income \$ 2,520.00

Net (Loss) (\$ 1,771.75)

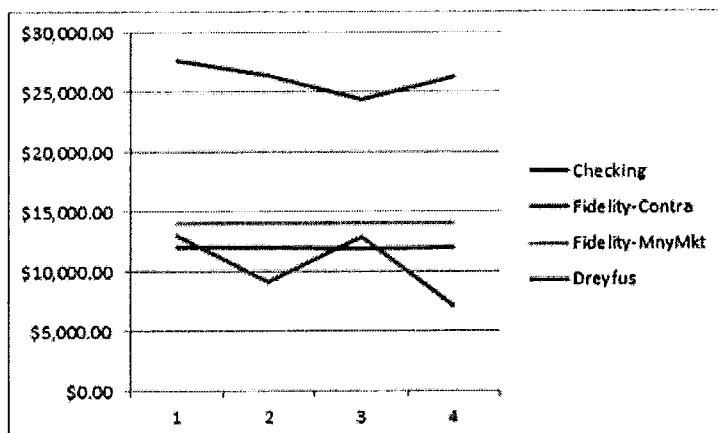
Fidelity Contra Fund

7/29- 27,663.02

8/31 26,405.43

9/30 24,442.66

10/31 26,307.48



ARMA Metro NYC Chapter
Profit & Loss
 October 2011

	Total
Income	
4080 Ad & Sponsorship Income	0.00
002 Oct	795.00
Total 4080 Ad & Sponsorship Income	795.00
4095 Meetings and Seminars	0.00
101 Sep	0.00
101A Sep @Noon	20.00
Total 101 Sep	20.00
102 Oct	221.00
Total 4095 Meetings and Seminars	241.00
Total Income	\$1,036.00
Gross Profit	\$1,036.00
Expenses	
6339 Seminars & Meetings	0.00
201 Sep	4,007.50
202 Oct	1,172.33
Total 6339 Seminars & Meetings	5,179.83
Total Expenses	\$5,179.83
Net Operating Income	\$ 4,143.83-
Net Income	\$ 4,143.83-

Monday, Nov 07, 2011 07:14:25 AM PST GMT-8 - Accrual Basis



All Day Educational Event
SCHEDULE

Time	Activity	
8:00am - 9:00am	Registration, Breakfast, Networking	
9:00am - 9:30am	Intro, Chapter Presidents	
	N Track Information Governance	C Track People & Processes Professional Development
9:30am - 10:30am	Session 1 Using GARP as a Framework for Software Development <i>Eugene Stakhov</i>	
10:30am - 11:00am	Managing Up (?) <i>Stuart Brooks</i>	
11:00am - 12:30pm	Session 2 Process Improvement through Workflow Technology <i>George Dunn</i>	
12:30pm - 2:00pm	Introducing ASPIRE: Public Speaking Workshop(s) <i>ASPIRE Committee</i>	
2:00pm - 3:00pm	Session 3 Medical Records (?) SharePoint (?)	
3:00pm - 3:30pm	Resume Writing Workshop(s)	
3:30pm - 5:00pm	Session 4 Break, Vendor Exhibits	
5:00pm - 5:15pm	Raffles	
5:30pm - 7:30pm	Networking Hour	



Program Facilitator Agreement

This Agreement applies to the participation of [name] ("the Facilitator") at the ARMA Metro New York City Chapter ("the Chapter") Program [title] being held on [date].

The parties agree to the terms set forth in this document.

1. Facilitator agrees to use the Chapter's presentation template.
2. Facilitator agrees to abide by the professional ethics and educational spirit of Chapter programs, in particular, abstaining from commercializing any given product or vendor.
3. Facilitator will use material that is covered by ~~one or more~~ either or both of the conditions listed below:
 - a. The material is the intellectual property of the Facilitator, and the Facilitator has the right to use the material for this program.
 - b. The material is not the intellectual property of the Facilitator, but the Facilitator has the legal right to use the material, either by receiving permission to do so from the owner of the intellectual property, or under one of the exemptions of the Copyright Law. In this case, the Facilitator will provide appropriate credit to the owner of the intellectual property.
4. Chapter retains full review and editorial rights over the presentation. Facilitator will be given appropriate time to make any requested modifications to the presentation upon review.
5. Chapter has the right to record the presentation in any audio or video format, and to edit and to distribute the materials used in this presentation by any publication method of its choosing.

Facilitator's Name (please print): _____

Signature of the Facilitator _____ Date: _____

Right of Refusal

I do not wish to accept or agree to sections 4 and 5 of this Agreement. By doing so, I understand that my presentation will not be recorded, and my handout or other supplementary materials will not be reproduced and distributed as part of the ARMA Metro New York City Chapter program materials distributed after the meeting.

Facilitator's Name (please print): _____

Signature of the Facilitator _____ Date: _____



Program Facilitator Agreement

This Agreement applies to the participation of [name] ("the Facilitator") at the ARMA Metro New York City Chapter ("the Chapter") Program [title] being held on [date].

Formatted: Font: Arial Narrow

The parties agree to the terms set forth in this document.

1. Facilitator agrees to use the Chapter's presentation template.
2. Facilitator agrees to abide by the professional ethics and educational spirit of Chapter programs, in particular, abstaining from commercializing any given product or vendor.
3. Facilitator will use material that is covered by ~~one or more~~ either or both of the conditions listed below:
 - a. The material is the intellectual property of the Facilitator, and the Facilitator has the right to use the material for this program.
 - b. The material is not the intellectual property of the Facilitator, but the Facilitator has the legal right to use the material, either by receiving permission to do so from the owner of the intellectual property, or under one of the exemptions of the Copyright Law. In this case, the Facilitator will provide appropriate credit to the owner of the intellectual property.
4. Chapter retains full review and editorial rights over the presentation. Facilitator will be given appropriate time to make any requested modifications to the presentation upon review.
5. Chapter has the right to record the presentation in any audio or video format, and to edit and to distribute the materials used in this presentation by any publication method of its choosing. Facilitator will be given appropriate time to make any requested modifications should editing be required.
- ~~5-6.~~ Unless agreed to otherwise in writing, the chapter will reimburse the facilitator's travel and related expenses up to \$500. Original receipts must be provided for reimbursement.

Formatted: Font: Arial Narrow

Formatted: Font: Arial Narrow

Formatted: Font: Arial Narrow

Formatted: Font: Arial Narrow

Formatted: Font: Arial Narrow

Formatted: Font: Arial Narrow

Formatted: Font: Arial Narrow

Formatted: Font: Arial Narrow

Formatted: Font: Arial Narrow

Formatted: Font: Arial Narrow

Formatted: Font: Arial Narrow

Formatted: Font: Arial Narrow

Formatted: Font: Arial Narrow

Facilitator's Name (please print): _____

Signature of the Facilitator _____ Date: _____

Right of Refusal

I do not wish to accept or agree to sections 4 and 5 of this Agreement. By doing so, I understand that my presentation will not be recorded, and my handout or other supplementary materials will not be reproduced and distributed as part of the ARMA Metro New York City Chapter program materials distributed after the meeting.

Facilitator's Name (please print): _____

Signature of the Facilitator _____ Date: _____



November 4, 2011

Professional Development Committee
Conference Call

MEETING MINUTES

Chair: Eugene Stakhov

Present: Frank LaSorsa, Lauren Barnes, Sofia Empel, Jason C. Stearns, Derick Arthur, Bryn Bowen, Jennifer Watters-Farley

Absent: Donna Severino, Marcel Rodriguez, Fred Grevin, Mary Sherwin

Agenda Item: November AIIM/ARMA Dinner Meeting – Bud Porter-Roth (Cloud Collaboration)

- Discussed, no action required

Agenda Item: November ARMA@Noon – Laura Hill (Personal Branding)

- Discussed, Donna following up on question of facilitator agreement/slide deck approval

Agenda Item: ECALSM Sedona “Cooperation Proclamation” Panel

- Moved out to spring.
- Donna’s committee will continue looking for qualified panel members

Agenda Item: Facilitator Agreement

- Committee reviewed
- Sofia suggested adding verbiage to point 5, so that facilitator has an opportunity to participate in editing process prior to posting. Similar verbiage as point 4 may be used. Gene will make required updates (DONE).
- Jason suggested adding point around expense reimbursement limits. Jason will send suggested verbiage for point 6 (DONE).

Agenda Item: March Educational Event

- Committee reviewed draft schedule

- Lauren has had discussions with potential facilitator Stuart Brooks on topic ideas for his March session. Topics include “managing up”, “managing your team”. Another suggestion was a panel format where he would lead & moderate a panel of professionals at various levels, and talk about management issues in an organization. Stuart is amenable to conducting 2 sessions: panel in one, lecture in the other. Next conversation will refine these options.
- Bryn suggested possible panel of well-known industry names (Galina Datskovsky, Barclay Blair, et al) for panel discussion around Information Governance. Gene to follow up with Bryn on this idea.
- Jason suggested utilizing available rooms for “workshops”, and use the hour-long sessions for lecture-style presentations. Interview skills workshop right of first refusal goes to Mark Kamien & Kelly Services. Jason will reach out to Bonnie McEwen, and to past employer for assistance.
- Sofia proposed a session on higher education options for records management. All in favor. Potential candidates to facilitate can come directly from this Board/Committee.
- Sofia is willing to do session on medical records as part of Information Governance track
- Committee in favor of keeping three lecture tracks, and one professional development workshop with resume writing, interviewing skills and ASPIRE.

Agenda Item: ASPIRE Program

- Mary Sherwin is heading up the ASPIRE Task Force
- Committee reviewed Mary’s draft program proposal
- Program will officially “kick off” at the March Event. We need to better define what the kickoff entails.
- Lauren approached public speaking coach at Credit Suisse. Message to attendees might be to come prepared to have a speech, or an overall presentation around do's & donut's around public speaking & presenting.

ASPIRE- Advancing Speakers: Presenting Issues in RIM Effectively

A Professional Development Program of the ARMA Metro NYC Chapter
Draft November 4, 2011

Vision Statement: Harness the reservoir of talent in the ARMA Metro NYC Chapter by providing a Program that cultivates speakers, develops leaders and provides a much needed vehicle for RIM professional development.

Program Description:

Over a series of meetings, program participants will learn good presentation techniques, how to present a formal speech related to Records and Information Management, speak extemporaneously, chair a meeting and evaluate other speakers. This goal of this program is to contribute to participants' overall RIM professional development, and to develop future chapter leaders. Another goal is to provide a new way for chapter members to get involved with the chapter without serving on a Board or Committee.

Next Steps:

Assemble a committee of 3-4 chapter members to develop the following:

- Refined Program Vision Statement and Program Description
- Program outline
- Levels and types of presentations to be given (examples follow)
 - Introducing Your RIM program,
 - Presentation of a Topic (list to be provided), using minimal powerpoint slides and Props
 - Advanced Presentation, which puts the lessons learned from all previous presentations (Putting it all Together)
- Training Meetings (have chapter members come in and explain good presentation techniques, using PowerPoint effectively, Know Your Audience)
- Number of Meetings
- Types of Meetings
- Format for Meetings where everyone participates
- Develop a Mentorship program for participants
- Application Process
- Recruit Chapter Members to Participate in Presentations and / or to act as Mentees

Program Launch Target Date:

The goal is to launch ASPIRE on March 29, with one of the sessions in the professional development track being devoted to ASPIRE, as a hands-on workshop experience where people can practice some short public speaking.

New ARMA Members – October and November 2011

1. **Vytas Bandziukas**
Library & Records Manager
King & Spalding LLP - vbandziukas@kslaw.com, (212)556-2100
2. **Ms. Misato Takemori**
Graduate Student
Queens College - misatotakemori@gmail.com. (347)731-5493
3. **Steve Borton**
Northeast Regional Account Manager
Kensium LLC
sborton@kensium.com. (845)323-2572
4. **Michelle Joseph**
Records Manager
Stroock & Stroock & Lavan, LLP
120 Wall Street
2nd Floor
New York, NY 10005
majoseph@stroock.com
(212)806-5978
5. **Ian Ross McAndrew**
Assistant Manager - Records Compliance
Paul, Weiss, Rifkind, Wharton, Garrison
415 37th St Apt 2E
Union City, NJ 07087
imcandrew@paulweiss.com
(202)361-9102
6. **Ms Lauren Paroulek**
Queens College
254 28 83rd ave
floral park, NY 11004
Lparoulek@yahoo.com
(917)602-6435