

**ARMA 2011 MID-ATLANTIC LEADERSHIP TRAINING CONFERENCE
CHAPTER REPORT**

CHAPTER: Charleston, SC

CHAPTER CONTACT INFORMATION: Melissa Stewart, President

PROGRAMS: (Best in the past year)

MEETING DATE	TIME OF DAY BRFST/LCH/DNR	ATTENDANCE MEMBER/ NON-MEMBER	PRESENTATION TOPIC/SPEAKER
10/14/10	Lunch	7/7	Bosses Day: Generally Accepted Recordkeeping Principle of Retention / Michelle Van Allen, CRM, Santee Cooper
1/13/11	Lunch	9/3	Generally Accepted Recordkeeping Principle of Integrity / Mary Jo Fairchild, Archivist, Historical Society of South Carolina
2/10/11	Lunch	9/7	Generally Accepted Recordkeeping Principle of Protection / Gino Alteri, Detective, Berkeley County Sheriff's Office
3/10/11	Lunch	9/4	Generally Accepted Recordkeeping Principles of Accountability and Compliance / Michael Levey, Records Supervisor, SCANA
5/19/11	Lunch	8/2	Site Tour, Historical Society of South Carolina

CHAPTER EDUCATION ACTIVITIES:

SEMINAR	DATE (S) & TIMES	ATTENDANCE MEMBER/ NON-MEMBER	SPEAKER NAME	SPEAKER TOPIC
SC Joint Seminar	4/19/11	27/16	Jon Neiditz, John Martin, Lucie Cohen / Attorneys, Nelson Mullins Riley Scarborough, LLP Galina Datskovsky, Ph.D., CRM / Senior VP Information Governance Autonomy	Managing Records in the Cloud

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MEMBERSHIP STATISTICS:

BEGINNING OF THE YEAR	CURRENT	CHAPTER MEMBERSHIP GOAL FOR 2010-2011
15	15	17

1. What months constitute your chapter year?

September – June

2. Do you hold your chapter meetings on a routine day of the month? Yes No

This year, meetings were held on the second Thursday of the month. There were a few variations in consideration of holidays, i.e Veteran's Day, and conflicting speaker schedules. Meeting dates and times are published on our website and through Evite.

OTHER

1. Chapter Member Involvement.

- a. Although we have a website, we wanted something to be able to hand to guests and members that gave some background on the chapter, current meeting info, contact info, etc. We came up with a chapter brochure for the first time this year and made them available to our members and guests at each meeting. We also mailed them to potential members at the beginning of the year.
- b. We attempted to base our meeting topics this year on GARP so members and guests had a theme to follow throughout the year. We also tried to target our marketing to businesses/organizations related to the speaker we were having for the month to increase attendance. We had several first time guests from this effort.
- c. For our Bosses Day meeting, to both recognize our bosses in attendance and to promote AIEF, we gave away AIEF raffle tickets as our token of appreciation and then paid for the tickets from our chapter funds.
- d. Many of our ARMA chapter members are members of the South Carolina Public Records Association. Several members use this platform to promote ARMA and our chapter.

2. Special Projects - Chapter Related. Please list special chapter projects and/or ideas for chapter projects from the last two years. Think about benefits reaped from each special project and jot it down as well. **N/A**

CHAPTER HIGHLIGHTS -- "TIME TO SHINE"

Please list your top three highlights for chapter year 2010-2011 (chapter accomplishments) and what you attribute their success to.

1. The majority of our Board is returning. We attribute this to improved communication to Board members and the Board's dedication to increasing the success of our chapter.
2. We had another successful joint state seminar in April, attributed to our members' volunteer involvement in planning as well as good support/participation from the other SC chapters.

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3. We had consistent member attendance for the majority of the year. We attribute this to good communication and notification on upcoming events as well as providing meeting topics that haven't been covered recently by the chapter.

CHAPTER "LESSONS LEARNED"

Please list chapter "lessons learned", avenues sought to correct and possible insights for avoidance or for handling the situation better.

We attempted to have our meetings at the beginning of the year at a restaurant and dividing it such that people could come for lunch if they wanted to and then stay for the meeting. We made the meetings free to members, thinking this might increase attendance both because the meetings would be free and if they chose to only come for the meeting, they could limit the amount of time away from the office. We found the restaurant to be too noisy and hard for equipment set up purposes. For the second half of the year, we chose a new location that requires us to do some setup and have the lunch catered, but works much better overall for equipment set up and meeting needs.