

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

CHAPTER: Diamond State Chapter

CHAPTER CONTACT INFORMATION: Valerie Singler, President

PROGRAMS: (Best in the past year)

MEETING DATE	TIME OF DAY BRFST/LCH/DNR	ATTENDANCE MEMBER/ NON-MEMBER	PRESENTATION TOPIC/SPEAKER
9/21/10	8:00 a.m. Breakfast	18/0	The Generally Accepted Recordkeeping Principles: The Future Has Arrived/John Montaña, Esq.
10/19/10	8:00 a.m. Breakfast	14/7	Defining Accountability for Records & Information Management Policy: One Program's Perspective/Rebecca L. Brown
2/22/11	8:00 a.m. Breakfast	12/0	GARP® Principle of Compliance in Records Management Programs/Maura Dunn, CRM, PMP, of Duff & Phelps
4/19/11	8:00 a.m. Breakfast	12/0	Dealing with the Cloud: eDiscovery in the New Reality/Vincent M. Catanzaro Senior Counsel, Global Discovery Manager E. I. du Pont de Nemours & Company. Christopher J. Spizzirri Member, Corporate and Fiduciary Litigation Group Morris James

CHAPTER EDUCATION ACTIVITIES:

SEMINAR	DATE (S) & TIMES	ATTENDANCE MEMBER/ NON-MEMBER	SPEAKER NAME	SPEAKER TOPIC
INFO XXIX – GARP® & You How GARP® Can Help S, M, L & XL Organizations Thrive	3/16/11 8:30 a.m. to 4:00 p.m.	21/0	John C. Montaña	Leveraging G.A.R.P. on a Shoestring: Practical Thoughts on the Generally Accepted Recordkeeping Principles
			Gordon E. J. Hoke, CRM	Records Management for Small- and Mid-size Organizations
			Mick Sciarrotta	Business Continuity Planning

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MEMBERSHIP STATISTICS:

BEGINNING OF THE YEAR	CURRENT	CHAPTER MEMBERSHIP GOAL FOR 2010-2011
39 (Sept 2010)	37 (May 2011)	37

1. What months constitute your chapter year? September - June
(i.e. September-June; August-May; year 'round, etc.)
2. Do you hold your chapter meetings on a routine day of the month? Yes No
If yes, which day? (i.e. second Tuesday of each month, etc.): Third Tuesday of each month
If no, how does your chapter know when to meet?

OTHER

1. **Chapter Member Involvement.** Please list some of your promotions, marketing, contests, ideas, etc. which have benefited your chapter members, our profession and/or your 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.

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OTHER (Cont.)

Future Projects

2010-2011 was a transition year for our chapter. We're working on several ideas for the next Chapter year:

1. Outreach to local chapters of allied associations such as the American Library Association (ALA), Delaware Medical Group Management Association (DMGMA), etc. Chapter members may provide contacts and/or give presentations introducing ARMA and the Chapter.
2. Outreach to local technical/vocational schools or colleges, raising awareness of the profession and of the availability of student memberships
3. Outreach & education for local small businesses via postcard campaign; presentations to local business associations. Obtain SBA endorsement of 2012 seminar.
4. Reach out to ARMA chapters within our geographical area to discuss possible opportunities to collaborate
5. Update our website to include PayPal

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. Hutch Johnson (Seminar Chair), working with the local office, obtained the endorsement of the US Small Business Administration for our March 2011 INFO XXIX Seminar.
2. Two new directors joined the Board, bringing sales and marketing experience
3. Four Chapter members attended the ARMA International Conference in San Francisco, CA this year

CHAPTER "LESSONS LEARNED"

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

1. Succession planning is critical and recruiting needs to be continuous
2. Marketing/communication plans need to be developed and executed
3. Start planning early