

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

CHAPTER: Liberty Bell Chapter

CHAPTER CONTACT INFORMATION: Ray Davis - President

PROGRAMS: (Best in the past year)

MEETING DATE	TIME OF DAY BRFST/LCH/DNR	ATTENDANCE MEMBER/ NON-MEMBER	PRESENTATION TOPIC/SPEAKER
2/17/11	Dinner	35	E-Discovery and Litigation Preparedness – Brian Fox from Pricewaterhouse Coopers
9/16/10	Dinner	38	Introduction to the GARP Principles – Galina Datskovsky
1;13;11	Dinner	23	ROI for RIM – Julie Gable
5/19/11	Lunch	22	Tour of the Philadelphia Museum of Art. Presentation by the museum Archivist, Susan Anderson detailing how they incorporated RIM at the museum.

CHAPTER EDUCATION ACTIVITIES:

SEMINAR	DATE & TIME	ATTENDANCE MEMBER/ NON-MEMBER	SPEAKER NAME	SPEAKER TOPIC
Our Chapter Seminar was cancelled due to our speaker (a lawyer) having his case called to court. With less than one month to the seminar, we kept the same topic, but changed the format from an all-day seminar to a monthly meeting.				

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MEMBERSHIP STATISTICS:

BEGINNING OF THE YEAR	CURRENT	CHAPTER MEMBERSHIP GOAL FOR 2010-2011
126	114	At Minimum, Maintain Current Level

1. What months constitute your chapter year? **September 2010 through May 2011**
2. Do you hold your chapter meetings on a routine day of the month? Yes
If yes, which day? **Second Thursday of each month unless it conflicts with a holiday or ARMA International Event**

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.

CRM Study Group – The Chapter has a CRM Study Group led by Pete Casey, CRM our Chapter Secretary. It continues to grow in participation each year. Angel Ramos, CRM achieved his CRM this season and attributed the study group as playing an important role in him achieving his certification.

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.

Inside The Records Room continues to be the only weekly radio/internet talk show on Records and Information Management. Each Tuesday evening from 8pm-9pm, Ray Davis, Liberty Bell Chapter President, hosts the show with Jeff Glover, discussing all RIM topics

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CHAPTER HIGHLIGHTS -- "TIME TO SHINE"

Please list your top three highlights for chapter year 2009-2010 (chapter accomplishments) and what you attribute their success to.

1. Chapter Web Site Revamped – John Stubbs, our webmaster took it upon himself to redesign and update the entire website. While we all thought the site was the best to start with, John elevated it to a whole new level with a multi-topic scrolling introductory banner, improved links to educational resource links, updated CRM sample testing, and a cosmetic change that improved the ease of use for our members.

2. New Directors Step Up HUGE !!!!

Dennis Huston became a new director for the Chapter at the beginning of this past season. When the Treasurers position came open at the beginning of 2011, Dennis stepped up and offered his assistance. Over the remainder of the season, Dennis managed the entire accounting system, streamlined and improved the reporting available to the Board, and handled all of the paperwork/process for setting up new accounts for the Chapter due to our bank getting acquired.

Along with Dennis, we had two brand new directors to the board step up and contribute in their role to assist in keeping the Chapter on a solid course for the season. Margaret Wrigley and Maria Efstratiades jumped in with both hands and feet, volunteering to get things accomplished wherever we needed it.

3. Chapter Library Updated – Our Chapter Library has had several “hands” managing it over the last few years. While it has always been available to our members, the contents of the library has needed to be updated, with a better ordering system put in place. During this past season, the contents of the library has been inventoried, re-filed for ease to find them when requested, and an on-line system has been put in place for the members to use to order from the chapter web site.

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CHAPTER "LESSONS LEARNED"

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

Board Recruitment, Training, and Succession Plan

- In January 2011, our President needed to step down due to personal and business reasons. While we still had the pieces in place from an officer standpoint to run the chapter, it became quite evident that we needed to have a better plan in place for training/educating new board members, as well as recruiting for the future of the Chapter.
- Existing board members were able to lend a hand as we had to rearrange duties for the remainder of the season, and after advertising in our Chapter Newsletter, we have three (3) additional members that have expressed interest in joining the board. They will be attending our July Planning meeting, at which, our Board will have the opportunity to interview them and evaluate them for a Director position.
- We are close to finalizing formalized policies and procedures for Chapter Operations.
- We are currently creating a "Board of Directors Playbook", which is a shorter "how-to" guide for new Directors to hit the ground running and be an effective contributing member to the Board.