

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

CHAPTER: Metropolitan Maryland

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PROGRAMS: (Best in the past year)

MEETING DATE	TIME OF DAY BRFST/LCH/DNR	ATTENDANCE MEMBER/ NON-MEMBER	PRESENTATION TOPIC/SPEAKER
September 15, 2010	Dinner	20 chapter members/6 non-members	Catherine Teti, US General Accountability Office: Transparency, Accountability, Privacy and the Role of RIM: A View from the People who Live in the Glass House
November 18, 2010	Dinner	23 chapter members/9 non-members	Arian D. Ravanbakhsh, NARA: Records Management, Transparency, and Open Government: An Update from the National Archives
January 20, 2011	Dinner	15 chapter members/3 non-members	Mark Patrick, Joint Chiefs of Staff: Wartime Records Management: Supporting Transparency & Collaboration in the Era of WikiLeaks
February 16, 2011	Dinner	18 chapter members/7 non-members	Joel Limerick: The Records Room of the Future
March 10, 2011	Dinner	18 chapter members/11 non-members	Chris Beasley: SharePoint 2010: Transparency, Accountability, Privacy and the Role of Records and Information Management

CHAPTER EDUCATION ACTIVITIES:

SEMINAR	DATE (S) & TIMES	ATTENDANCE MEMBER/ NON-MEMBER	SPEAKER NAME	SPEAKER TOPIC
Information Governance in the Web 2.0 Era	April 13, 2011 8:30 AM to 4:30 PM	10 chapter members/18 non-member	Dr. Patricia Franks Michael Daconta Richard Hogg	Records Management: The Cornerstone of an Effective Information Governance Strategy; Managing Records Created Using Social Media Tools Information Management and Transparency in the Cloud Information Governance 2.0+

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MEMBERSHIP STATISTICS:

BEGINNING OF THE YEAR	CURRENT	CHAPTER MEMBERSHIP GOAL FOR 2009-2010
59	64	64

1. What months constitute your chapter year?
(i.e. September-June; August-May; year 'round, etc.)

September through June, although we typically hold board meetings in the summer months, as well.

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.)

Alternating Wednesdays and Thursdays in the first full week of the month. On occasion, we will have to move a meeting to a different day because of speaker availability, weather or a conflict with a holiday. All meeting dates are announced in the chapter newsletter as well as by e-invitation.

If no, how does your chapter know when to meet?

OTHER:

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.

Our chapter holds an annual "Vendor of the Year" contest. Vendors earn points during the year for various forms of support for the chapter. The company with the highest point total at the end of the chapter year wins the award.

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.

1. At our meetings during the winter months, the chapter collected gloves, hats, scarves and hats to benefit Bethesda Cares, a local organization that assists the homeless in Montgomery County, MD. In total, the chapter collected 20 pairs of gloves, 10 hats and 13 pairs of socks for donation.
 2. The chapter's 50/50 funds will be donated to WUMCO Help, an organization that provides assistance to needy persons in Western Upper Montgomery County, MD. In addition, cans of food will be collected at the annual chapter banquet for WUMCO's food bank.
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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. Putting on a profitable seminar, even with lower than normal attendance. This was due to an outstanding effort recruiting vendor sponsorship; controlling costs; eliminating printing and postage costs by sending electronic brochures; and recruiting local speakers to reduce speaker expenses.
2. Achieving an increase in chapter membership. This was due primarily to offering interesting programs to attract new members and reaching out to non-members who attend our meetings.
3. Recruiting meeting speakers covering all aspects of our theme, which was "*Transparency, Accountability, Privacy and the Role of RIM.*" We were able to attract speakers from government, the private sector, and subject matter experts. We were therefore able to highlight our theme from a variety of perspectives.

CHAPTER "LESSONS LEARNED"

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

1. We have experienced a significant number of "no shows" at our meetings, which have cost us money when the restaurant bills us based on the number of attendees who signed up. The board is seriously considering adopting an online-only payment process, so that payments will be collected in advance and no-shows will be discouraged.
2. There are fewer and fewer restaurant venues for our meetings that fall within our price range and have the facilities to handle a group of our size. This past year we have identified several venues which are suitable for our meetings, and we plan to hold more of our meetings at these locations.
3. We have found that with multiple seminar speakers, it is more important than ever to maintain communication with each of them and follow up to ensure that they meet their commitments on a timely basis—e.g., meeting deadlines for sending us their outlines, presentations and other materials.