

GREATER DAYTON CHAPTER
MEETING
March 25, 2008

The Greater Dayton Chapter of ARMA International met on Tuesday, March 25, 2008 at the Miami Conservancy District, in Dayton, Ohio at 5:30 p.m.

In attendance were Chair, Cindy Manz; President, Roger Lucas; Vice President, Debbie Andrews; Treasurer, Elaine Wintrow; and Directors, Jay Brooks and Ray Davis; and members Dave Cooney, Chris Abernathy, Joan Donovan, Julie Fairchild, James Zimmerlin, Chris Wydman, Julie Ramsey. Also in attendance was the scholarship recipient from Sinclair Community College, Kelly Dean, and members from the Cincinnati chapter, Dawn Alcorn and Ray BeCraft.

After a delicious dinner provided by Creatif Catering, President, Roger Lucas, asked us all to introduce ourselves and then turned the meeting over to our speaker for the evening Arlyce Vogel of WE Energies. Mrs. Vogel presented "Delivering Online Training to All Employees – A Case Study." The detailed Power Point presentation explained requirements for gaining approval from superiors to establish online training, how to choose software, the importance of teaching records management to support teams before teaching the software, and well as stressing the importance of planning, execution and follow-up practices throughout the process. Arlyce demonstrated the software that her company uses for their online training, giving an example of both the program that was suitable for her company's needs as well as one that did not fit their needs. Mrs. Vogel stressed that her presentation is not under copyright and can be used by anyone interested. She did however ask that if the presentation is used that she be notified so that her company may track that information.

After her discussion, Arlyce welcomed questions from the many members and guests in attendance. The meeting adjourned at 8:05 p.m.

Respectfully submitted,

Jahzerah Brooks