

GREATER DAYTON CHAPTER MEETING

September 22, 2009

The Greater Dayton Chapter of ARMA International met on Tuesday, September 22, 2009 at the Miami Conservancy District at 5:30 P.M.

In attendance were President, Cindy Manz; Secretary, Gillian Hill; Treasurer, Elaine Wintrow; Directors, Jay Brooks and Ray Davis; Program Chair, Tina Ratcliff; members, Steve French, Joan Donovan, Sharon Lane, Roger Lucas, Gary Maxton, Carolyn Battle and Chris Wydman.

As usual we started with the social period, followed by the customary good dinner provided by Creatif Catering. Cindy opened the meeting at 6:50 P.M. with the following announcements:

- The board had approved a Waymon Underwood Scholarship of \$500.00 for a Wright State University Public History student.
- The Ohio Electronic Records Committee free presentations on e-mail management and imaging will be held on April 27 at the Madison Lakes facility in West Dayton. The Dayton and Cincinnati chapters would be co-hosting the event and providing refreshments for the participants.
- Board member, James Zimmerlin, could not be present this evening, as his twin baby sons—Jacob Oliver and Noah Elijah—were born on September 13 (giving his wife and him four children under the age of 4 years old). James, however, had purchased a signed aviation print as our chapter's donation to the AEMA International Education Fund's silent auction at the International Conference in Orlando. Cindy and Gill were attending and would take the print with them.
- The Great Lakes Region now has a draft of a website, designed by Kathleen Gammon, of the Greater Cincinnati chapter. Gill had recommended to Kathleen that Jay become the Twitter master for the website and Jay has agreed to take this position.
- Steve French is the new membership committee chair and he is working on a membership brochure. A draft was shown to the members present.

Chapter members Steve French and Chris Wydman both serve on the Ohio Electronic Records Committee (OERC) and they spoke for a few moments about the meeting held in Columbus on September 17, which Gill also attended, where a dry run of a presentation on Website Management was given. They described the work of the committee and also explained in more detail the presentations that will be given around the state next year on e-mail management and imaging. (One of the locations will be Dayton—the event previously mentioned, which will be hosted by the Cincinnati and Dayton ARMA chapters.) The OERC has also recently issued a paper, titled Hybrid Microfilming Guidance (on scanning and filming with the use of an Archive Writer), which is available on their website for downloading.

Gill gave some information from the Great Lakes Region conference call of September 15, letting everyone know that ARMA HQ would soon be sending guidelines about what information may and should not be put on chapter websites, and guidelines on chapter financial safeguards in light of some recent abuse.

Tina Ratcliff informed those present of the lineup of programs for the upcoming ARMA year. These are to be put on the chapter's website. She then introduced board member, Jay Brooks, who talked about social networking sites in general and access to the chapter's Twitter site in particular. Jay described the advantages of Tweeting and how the chapter could make use of the format.

Cindy ended the evening by leading a discussion on how to make sure that the chapter website is kept up to date, and then by reminding everyone that the Dayton chapter has offered to host the Great Lakes Region Leadership Conference in 2011 and that it is not too early to start thinking about it. There were some suggestions about possible locations and it was decided that a committee would be formed soon to work on the planning arrangements.

Respectfully submitted,

Gillian Hill
Secretary