



July 2017

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Running an Effective Meeting

Welcome to the new year at ARMA International! We are so excited to have our new chapter officers onboard and to be kicking off “The Year of Our Chapters.”

As new chapter officers are coming onto our chapter boards, we will see a variety of experience from the leaders. Some may have many years of experience with running and participating in meetings, while others may not be as experienced.

If you are an experienced leader of meetings, I encourage you to take some time at the beginning of this year to help everyone on your board to understand how the meetings will run and what the expectations are. This will help everyone be on the same page and make the meetings as productive as possible.

For further tips on running an effective meeting, check out this article from *Forbes* on “[Seven Steps to Running the Most Effective Meeting Possible.](#)”

This is going to be a great year! We look forward to seeing the great things chapters provide to members.

Kind regards,

Heather Lehman, CAE
Region & Chapter Manager
ARMA International



Leadership Corner

Becoming a leader takes more than just reading about it in a book. It requires time on the job, and serving as a chapter leader is a great way to learn and hone these skills. To support you in this, we have introduced this Leadership Corner, where we will feature brief podcasts or videos on leadership topics we think you will find useful. [Please e-mail](#) us to pass on suggestions for content to include here.

Need to brush up on your meeting procedures? Does your chapter use motions during your chapter or board meetings? Watch this [short video](#) from the OREA Center for Leadership Development on the basics of making a motion during a meeting.

Volunteer Opportunities

Did You Know One of the Most Powerful Words in Business is “Hello?”

ARMA is looking for current members to make welcoming phone calls to new members of our community. It’s an effective way for ARMA to make a positive first impression and to answer any questions they might have. It can also give you, the volunteer, a richer peer network because every new member brings unique skills and experiences to the community.

Joining our new ARMA Welcome Team is ideal for those who’d like to volunteer for the association but have a small amount of time to give. Your commitment will be less than an hour a month, but the impact will be significant and long-lasting. For more information, [click here](#).

Please contact [Chrissy Bagby](#) if you have questions.

Awards Application Review Volunteers Needed

The Awards Committee is looking for volunteers to help review awards applications to see if they meet the required criteria. There are two award categories for which judges are needed. If you are interested in helping with this, please e-mail Heather Lehman at heather.lehman@armaintl.org.

ARMA International Conference in Orlando

ARMA Flipped! A Bonus for Full Conference Registrants

The flipped sessions are four web seminars with live text chat, SMEs, and solution providers in a virtual exhibit hall.

Part one provides the content instruction in an online virtual conference on August 29, which you can attend from your home or office. Part two provides hands-on application of the online instruction in a follow-up, face-to-face workshop at the Orlando conference.



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You must take part in the online virtual conference if you wish to participate in the ARMA Flipped! onsite workshops.

Anyone with a full conference registration will be automatically registered for ARMA Flipped! For more information [click here](#).

Register Now for ARMA Live 2017! and Cash in on Early Bird & Hotel Discounts

Take advantage of our Early Bird Discount! If you [register](#) on or before August 24, you'll save \$200 off the full conference registration fee. So sign up now for "Agents of Change," the annual ARMA conference and expo, to be held October 15 – 17 in Orlando.

PLUS, if you book your hotel during registration, you can save an additional \$200 on top of the early bird price!

NEW: Participants are eligible for up to 20 CRM credits – the most ever for this conference!

Our [new site](#) has it all: travel and lodging info, programming updates, details on general sessions, and much more.

Information for Chapter Leaders

Leadership Survey

As a chapter leader, you hold a vital role within ARMA. We are constantly assessing the support we provide to our region and chapter leaders. Your feedback has never been more important as we assess future support and initiatives.

The survey should take 20 minutes to complete. All respondents will be entered into a drawing to receive one of four \$50 gift cards. **You must provide your name at the end of this survey. Gift cards will be provided in your local currency.*

The survey window closes on **Friday, July 28**. [Click here to start the survey](#).

Brand Refresh Moving Forward...with Your Help

On July 25, region leaders across our community received a sneak peek of our rebranding efforts. We asked for a "gut reaction" to this first stage of our brand refresh efforts that included logo and website concepts – a first stage, but an important one to see if we are moving in the right direction.

As we refine this contemporary way to connect with members and our community, we will move quickly and will seek input from you, our chapter leaders. Again, we will want to know if we are on the



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right track in bringing these attributes to life in our messaging, our logo, and in our website look and feel. And, this will not be the last time you hear from us about the refresh; over the course of the next few months we will keep you updated and continue to ask for your feedback. After all, we are in this together! So stay tuned for more information. For any questions, please contact [Tom Schad](#), ARMA director of marketing.

Chapter Update Form Is Due Aug. 1

It is the time of year in which new officers are elected. Make sure to let headquarters know who your new chapter leaders are by completing the [Chapter Update Form](#). This form helps headquarters and your region know who is supporting your chapter and with whom to communicate. The form is due August 1.

New Chapter Central

Check out ARMA's new tool for chapter leaders, [Chapter Central](#). This site has been created to help you with the tasks you complete for your chapter. Take a look and let us know if you have ideas for improvement.

Chapter Connections Library

Have you missed one of the wonderful articles written by ARMA's great volunteers? All the past articles from the *Chapter Connection* have been gathered into a new library. See the topics we have discussed throughout the past year by [clicking here!](#)



Chapter Advisor Article

Building a Prospect List

By Heather Lehman, CAE

In August, chapter leaders will receive an update on our upcoming fall recruitment campaign. During this effort, we will be asking again for prospect lists. This article provides useful guidance on putting together a prospect list. Have additional questions? Reach out to your region leaders or to chapters@armaintl.org.

One of the first questions to answer about recruitment is "Whom should we contact?" To answer that, your chapter will need to build a prospect list. Here are suggestions for finding names for your list:



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1. Members from the “099” list – These individuals are members of ARMA International but not members of a chapter. Add nearby individuals to your chapter recruitment list.
2. Past members who are no longer involved – Review your membership rosters from the last 12-18 months to identify individuals who have not renewed. Contact them to learn why and what your chapter can do to re-engage them as members.
3. Colleagues who work in the records management profession – Each member of your chapter likely knows others who are not ARMA members but should be.

For more on this article, [click here](#).



Chapter Advisor Article

Time to File Your Chapter 990

By: Ember D. Krumwied, CRM, CP

By now, your chapter treasurer and president should have received an e-mail from File990 that included a link to start your IRS 990 return. For those not familiar with File990.org, ARMA International began partnering with this service last year to help its chapters complete and file their annual 990 tax form. Those of us who had to complete this form in previous years probably well remember

For more on this article, [click here](#).



Chapter at Work:

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[Greater Los Angeles Chapter](#)

ARMA Greater Los Angeles Chapter covers one of the largest areas geographically in the United States. We strive to provide meetings and events in several areas (downtown, westside, airport etc.) during the chapter year via chapter meetings....

To read more about this chapter, [click here](#).



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Future Chapter Connections

If you would like to submit an item for the upcoming *Chapter Connection*, please e-mail the information to [Chapter Service Team](#) no later than noon (CDT) Monday, August 14.