Attendees: Derick Arthur, Jennifer Best, Bryn Bowen, CRM; Anita Castora, CRM; Darryl Harris; Michael Landau, Debbie Mevs, Mary Sherwin, Eugene Stakhov, CRM; Jason C. Stearns, CRM

Committee Members present: Rebecca Gallei, Fred Grevin, Carol Trapano

President - Jason C. Stearns, CRM

- Call to order 12:40 p.m.
- Jason welcomed us to the planning meeting and to the new ARMA Metro NYC year. The plan this year is to have more planning done and executed in advance so we are able to stick to them.
- 2013/2014 – ARMA International Due Dates distributed.
  - August 1 - Jason will resubmit Chapter Member of the Year and Chapter Leader of the year to HQ
  - August 1 – Region/Chapter form 990 due to HQ
  - August 1 – 2013-14 Chapter Board Information due to HQ
  - September 15 - Leadership and Speaker Grants applications due to HQ
  - October 1 – Updated Chapter Bylaws and New Associate Member Dues due to HQ
  - November 1 – Chapter Website of the Year Letter of Intent due to HQ
- Bylaws: Need to revise the Bylaws because Student Membership level no longer exists (Anita will make a proposal and come back to the Board at next meeting)
- No response from the Region leadership to attend this meeting or the dinner tonight.

Executive Vice President – Bryn Bowen, CRM

- Plan for the Year - Grow membership, increase number of participants on Board and committees (bring in new blood), improve professional offerings
- By-Laws Update – ARMA International has a new membership structure, and has removed the Student member category. The June 2013 revised bylaws are under review by ARMA International. When they are received back, the Bylaws committee will review the current bylaws, and correct the operational language related to student memberships, and re-submit to the Board and ARMA International.
- Promotional Items- Bryn and Anita would like permission to purchase give-aways (i.e. foliopads) for each meeting. They will come back with a more concrete proposal to the next board meeting for a vote.
- Board Meeting Dates – A motion was made, seconded and approved to have 4 board meetings out of 8 on the same day as the evening chapter meetings (3-5 pm) and 4 “decoupled” from the date of the evening meeting. The 4 “decoupled will be held from 4-6 pm.
 ➢ All Board Meetings – In person attendance is preferred, and a conference bridge will be made available for all meetings. The board was reminded of conference call etiquette, and that all present must remain on the call for the entire call, and paying attention the entire time, where possible.

 ➢ Meeting Calendar/Date Planning was completed and is summarized in the following table for reference. For the purposes of obtaining venues, a back-up date was selected for all evening events, and noted in parenthesis. The Board agreed that target days for evening meetings are Monday, Wednesday and Thursdays.

 ➢ ARMA @ Noon Dates are scheduled for one week after the evening meetings where possible to allow for the most exposure and attendance.

 ➢ See the next page for the ARMA Metro NYC 2013-2014 Planning Calendar
<table>
<thead>
<tr>
<th></th>
<th>ARMA Evening (backup date in parenthesis)</th>
<th>Board</th>
<th>ARMA @ Noon</th>
<th>ASPIRE Mondays (proposed)</th>
<th>CRM and Other Sister Organization Related Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>None</td>
<td>Conference call to be scheduled by Jason</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>September</td>
<td>Wed. 9/18 Mon. (9/16)</td>
<td>Wed. 9/18 3 p.m. - 5 p.m. before the chapter meeting</td>
<td>Tues. 9/24</td>
<td>Mon. 9/23</td>
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<tr>
<td>October</td>
<td>Thurs. 10/17 (Wed. 10/16)</td>
<td>Thurs. 10/10 4 p.m. - 6 p.m.</td>
<td>Tues. 10/22</td>
<td>Mon. 10/21 (?)</td>
<td>Mon. 10/7 – Archivist Round Table (ART) Symposium - Disaster Planning ARMA International Conference Las Vegas: Sat. 10/26 – Wed. 10/30</td>
</tr>
<tr>
<td>November</td>
<td>Mon. 11/18 (Tues. 11/19)</td>
<td>Mon. 11/18 3 p.m. - 5 p.m. before the chapter meeting</td>
<td>Tues. 11/12</td>
<td>Mon. 11/4</td>
<td>Mon. 11/14 – Special Libraries Association (SLA) Evening Reception</td>
</tr>
<tr>
<td>December</td>
<td>None</td>
<td>12/16 - 4-6 pm</td>
<td>None</td>
<td>Mon. 12/2</td>
<td></td>
</tr>
</tbody>
</table>
## ARMA Metro New York City Planning Meeting Minutes

Kelley, Drye and Warren  
101 Park Ave, New York, NY 10178  
July 18, 2013 – 12:40 p.m. – 5:38 p.m.

<table>
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<tr>
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<tbody>
<tr>
<td><strong>January</strong></td>
<td>Wed. 1/15 (Mon. 1/13) Networking Event/Cocktail Reception</td>
<td>Wed. 1/15 12 p.m. – 5 p.m. Half day planning meeting – Before the Networking event</td>
<td>Thurs. 1/23</td>
<td>Mon. 1/6</td>
<td>NAGARA meeting (Ron Hedges)</td>
</tr>
<tr>
<td><strong>February</strong></td>
<td>Mon. 2/10 (Tues 2/11)</td>
<td>Thurs. 2/13 4 p.m. - 6 p.m.</td>
<td>Tues. 2/25</td>
<td>Mon. 2/3</td>
<td></td>
</tr>
<tr>
<td><strong>March</strong></td>
<td>Tues 3/11 (Wed 3/12)</td>
<td>Mon. 3/3 4 p.m. - 6 p.m.</td>
<td>None</td>
<td>During All-day Event 3/11</td>
<td>SLA All-Day Conference</td>
</tr>
<tr>
<td><strong>April</strong></td>
<td>Thurs - 4/10 (Wed.- 4/9)</td>
<td>Thurs. 4/10 3 p.m. - 5 p.m. before the chapter meeting</td>
<td>Thurs 4/24</td>
<td>Mon. 4/14</td>
<td></td>
</tr>
<tr>
<td><strong>May</strong></td>
<td>Wed 5/21 (Thurs. 5/22)</td>
<td>Thurs. 5/15 4 p.m. - 6 p.m.</td>
<td>Mon. 5/12</td>
<td>Mon. 5/5</td>
<td></td>
</tr>
<tr>
<td><strong>June</strong></td>
<td>Mon. 6/16 (Wed 6/18) End of the Year Party</td>
<td>Mon. 6/16 (3 pm - 5 pm)</td>
<td>Tues. 6/3</td>
<td>Mon. 6/9</td>
<td></td>
</tr>
<tr>
<td><strong>July</strong></td>
<td>None</td>
<td>Wed. 7/16 Summer All Day Planning meeting</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>
VP Special Projects and Events – Darryl Harris - Event Locations discussion

- Evening Meetings
  - Darryl will get proposals from: Club Quarters, Fagiolinis (capacity 50, cost $40 per person) Vanderbilt (Executive) Suites ($65 per person)
  - A Budget was requested. The Board agreed to a Price Point of $65-70 per person, including AV, Wi-Fi, food and screens.
  - Motion made, seconded and passed to request Darryl to get all available dates from the Vanderbilt Suites (buffet style, cash bar), tell Jason by 7/25 and share with the Board. Fagiolinis is a backup location.

- ARMA@Noon meetings will rotate between Proskauer, Economic Development Corp (EDC) and Kelley, Drye and Warren.

- All Day Educational Event
  - Walk through of potential conference center space (Concierge Centers - http://www.conciergecenters.com) on Tuesday 7/23 @ 5:30 p.m. Includes members of SLA.

- CRM Workshops – Proskauer and Kelley, Drye & Warren

- Networking Events – For the next board meeting Darryl will have proposals for the January networking event based upon the dates set above.

2013-2014 Event Pricing

General Discussion was held on the pricing for all of Events. Motions were made, seconded and passed, and the following changes were made:

- **Evening Educational meetings**
  - $55 Chapter Members- Pre-registration
  - $60 Non-Member- Pre-registration
  - Same Day Walk-In: $65 for Chapter Members, $70 for Non-Members
  - Enforce $10 surcharge for chapter members who register offline beforehand but only pay the day of the event at the door.
  - Discussion on whether Board members should have a discounted rate for meetings. The Finance Committee will make a proposal at the next meeting. Discussion tabled for the next meeting.

- **Evening Networking meetings**
  - $40 as a guideline for these meetings – to keep the entry costs lower than an educational event

- **ARMA@Noon**
  - $15 – Members and Non-Members who pre-register
$25 for all same day walk-ins and those members who pre-register but only pay the day of the event.

**All-Day Educational Event**
- $249 for Attendees (full price)
- $125 – “Don’t be a Turkey” promotion – September 1 – Thanksgiving (Last year’s price) – This year’s event will have more space so we can afford to offer a discounted price in the fall
- Future discounts TBD

**CRM Workshops:**
- Parts 1-5 for $125;
- Individual parts $30 each
- $100 for Part VI (1/2 day private workshop)

**Special Events**
- Golf Outing: Spring 2014 – Bryn, Derick and Anita will organize, and adjust the pricing based upon the event cost.

**Sponsorships**
Motions made, seconded and passed to follow the “initial stick price / discounted price model” used for the All Day Event. Prices will go up higher, but the initial campaign, starting in September, will use “last year’s prices”. A benefit: as soon as the sponsor commits, their logo and name will go on our website.

- Evening Meetings - $1195 - Sticker price / $795 Discount
- ARMA @ Noon - $895 - Sticker price / $495 Discount (vote 8-yay, 2-nay)
- Networking Events (January, March, June) - $5000 Exclusive Sponsorship; $1500 for multiple sponsors of one event (vote – 6 – yay; 3 – nay 1-abstain)
- Newsletter sponsorship pricing: Same as Last 2 years: Full page $150 / issue; ½ page $85/ issue; ¼ page $60 / issue – and discounts as follows: 3 consecutive issues – 15% ; 5 consecutive issues – 30%; 8 consecutive issues – 50%.
- All Day Educational Event – sponsorship prices to be determined after we see the space.
- CRM workshops – motion made, seconded and passed to table the discussion on sponsorship of CRM workshops until we have the regular sponsorships set.

**VP Secretary – Mary Sherwin**

- May, June and July Planning Meeting Minutes to be distributed via email.
- 2013/2014 Leadership Online training - Mary will check with International to see if any changes in requirements
Mary will distribute the By-Laws to the Board. Sent to International for approval, Bryn will revise and re-send to International.

Mary will distribute the Chapter of the Year (Drafted by Frank and Anita), Chapter Innovation (Drafted by Anita) and Chapter Special Projects (Drafted by Mary) award submissions to the Board.

### VP Treasurer – Michael Landau

- 2012/2013 Finances – Report distributed to the Board.
- Summary of Accounts as of June 30, 2013
  - Chase Bank $33,337.34
  - Fidelity $48,347.12 (broken out as follows: 
    - Fidelity Contra Fund $34,281.26
    - Fidelity Money Market $14,065.86
  - Dreyfus $12,403.38
- Total: $ 94,087.84

- The Treasurer's SOPs will be formalized and updated this year.
- 990 Form – completed and will be circulated via email to the Board.
- Books are balanced up to date.
- Checking Account – Michael will update the Board at the next meeting on the status of the signature cards on file with the Chase checking account (currently out of date, not reflective of the current officers who should have signature authority).
- Michael will bring a proposal to the Board next meeting on a third party (not related to a board member) to give us financial advice.

### VP Membership – Anita Castora – Committee Members: Derick Arthur, Lauren Barnes, Darryl Harris, Jennifer Santiago (Total Records), Edie Mazzullo, Rebecca Gallei, Carolyn Mariani, Fred Grevin, Gene Stakhov, CRM; Carol Trapano

- Plan for the year - Attached.
- Tenure Pins to be given out every month instead of quarterly
- ARMA International Student Membership not recognized but are planning to restructure a Student Membership program. More information at the next meeting.
- Carol Trapano will be doing the nametags
- Anita will make a proposal on her budget for the year - including giveaways for the new member packets. (idea - have vendors pay for the giveaways with our logo and their logo).
- Internship Program – Initial thoughts expressed by Fred and Anita to see if there is a need. They will come back next meeting with more details.
### VP Professional Development – Derick Arthur - Committee Members: Lauren Barnes, Anita Castora, CRM; Sofia Empel, CRM; Frank LaSorsa, CRM; Fred Grevin, Mary Sherwin, Gene Stakhov

- Review of possible 2013/2014 presenters and themes – see the attached report for more details
- Separate subcommittees will be formed for each of our Meeting types: ARMA@Noon, Evening Educational Events, ARMA@Noon, All Day March Event.
- Goal in the Fall: Have the FBI come in and present on Security – Derick will start that conversation again
- Focus of the Year: Information Security, Information Privacy and Information Governance
- CRM workshop coordination – Anita will chair. There will be 2 review sessions this year. At the next meeting, Anita will propose the dates for the 2 review sessions.
- A motion was made, seconded and passed by the Board to renew the ICRM materials license for $200.
- ASPIRE subcommittee – is now led by Mary, Frank, Lauren and Jennifer Waters-Farley. Participants include Gene, Bryn, Anita and is open to any who desire to participate. The plan for ASPIRE is to meet once per month, on Monday @ Kelley, Drye. There will be 2 types of meetings: “Presentations and extemporaneous speaking “ and “Presentation by an experienced presenter such as Barclay Blair on different presentation techniques “. Participation is open to all, with no previous attendance requirement.
- Proposal to have mature ASPIRE presenters present at one of this year’s ARMA@Noon (perhaps 2 presenters, 20 minutes each) with the eventual goal of presenting next year at an evening meeting.
- Proposal to use ASPIRE presenters to present RIM 101 to the Archivist Round Table (as proposed by Gene)
- Mary will reserve the meeting dates @ Kelley Drye and convene the committee to solidify many of these ideas.

### VP Advertising and Promotion – Debbie Mevs; Committee: Rebecca Gallei, Edie Mazzullo, Mary Sherwin (others?)

- Potential 2013/2014 Sponsors – Valoratech – as a sponsor and presenter in the fall
- Updates to Sponsor Brochure – Debbie will update the brochure and include the Newsletter Ad on the back, per the new rates discussed above
- The Advertising and promotions campaign will kick off in the Fall. Debbie will begin reaching out to last year’s sponsors now that our meeting dates are established.
- Mary will chair the March Event Sponsorship subcommittee
VP Newsletter – Jennifer Best

- Idea of several new columns: "Hot Topics"; an expanded Tech Tips column (Gene)
- Frank will continue with Uniquely NY, and Sophia Empel with RIM 101 columns
- Last issue of the year will focus on "Back to Basics"
- Next Issue Update - 50% finished. Board reports are still due.
- Jen and Derick will work with our presenters to develop related newsletter content.
- Mary volunteered to write a column on Information Security/Information Privacy for the September issue
- The theme of the November/December issue - conference topics from Las Vegas. Jen will develop relationships with authors from the Information Management issues and ask them to write articles for us.

VP Webmaster – Frank LaSorsa – Committee: Marcel Rodriguez, Mary Sherwin, Gene Stakhov; John Hildago; Steve Cohen; additional worker bees sought.

- Bryn and Frank spent time with Marcel for turnover. Developed an inventory of current status of website and noted where updates are needed.
- Website Update - Frank is coordinating the committee. Looking to involve new blood interested in doing specific tasks for the chapter.
- Website maintenance will be divvied up among several volunteers
- Mary volunteered to post vendor logos
- Social Networking – Gene will head up the subcommittee to update our social networking sites.
- Cvent – Darryl will send out these blasts
- VPs of each committee will partner with the website committee for coordination of their updates
- Frank will contact Marcel to turn off Constant Contact. We are still paying $50 per month even though we voted to turn it off.

VP Collaboration – Gene Stakhov, CRM

- Archivists Round Table - We are participating in the ART symposium on Disaster Planning and Recovery – Monday 10/7 - Venue – Center for Jewish History, NYC.
- ART has requested that we conduct a RIM 101 1/2 day seminar- [Typically 50-75 people per turnout]. Discussion on having our ASPIRE participants assist in this presentation – Gene, Fred, Mary, Frank to discuss further and report back to the board.
- SLA- Mon. 11/14 - Annual Reception - open to ARMA Members - / possible all day event
- Looking for sponsors for the Ron Hedges NAGARA meeting in January
- CGOC - possible collaboration – still working on the “What” and “How”.
Immediate Past President – Frank LaSorsa, CRM

- 2013 ARMA International Conference in Las Vegas, NV - Mon. 10/28-Wed. 10/30. The awards lunch is Sunday 10/27 @ 11:30 am. – 1:15 p.m.
- 10/27 – 1:30 pm – 3:45 pm is Chapter Leadership Day
- 10/27 – 4:30 pm – 6:30 pm – Industry Round tables.
- Chapter of the Year (COTY), Chapter Innovation; Chapter Project Awards and Newsletter and Website were all submitted in time for the Awards to ARMA International
- Motion made and seconded to provide a prize to SLA for their November event (a free registration to our March Event)

Project and Program Updates – Jason C. Stearns, CRM

- BikARMA - Mary is the team captain, has registered the team with a goal of $15,000 “SuperTeam” status – and requests the chapter’s support to double the team size and fund raising from last year. This can contribute to our Special Project award submission next year. The Golf Event contributed over $1200 to BikARMA.
- New Projects for 2013/2014- Please have a solid project proposal for next meeting

New Business & Open Discussion – Jason C. Stearns, CRM.

- Buffalo Leadership Event Reimbursements - cost was about $700 per person (5 people attended from ARMA Metro NYC) - initial vote in April was to divide $1800 by the number of participants
- Motion made, seconded and passed to increase the reimbursement per person to $600 (Anita, Michael, Frank, Bryn, Darryl).
- End of Summer Social Event -
- Member Involvement - need to think about succession planning. Bring new blood to the board.

Motion made, seconded and passed to adjourn at 5:38

Respectfully Submitted,

Mary W. Sherwin

Mary W. Sherwin
Secretary
Addendum - Committee Business Plans

A. ARMA Metro New York

Membership Committee
2013/14 Business Plan

1. Metro NY Membership

   a. Total members – 2012-07-18 – 317 members
      i. Expiring members-
         1. Will contact them by email & phone
      ii. New members
         1. Send welcome email with coupon for one free meeting; copy President
         2. Follow up with phone call and encourage them to attend next meeting

   b. Membership Committee Members
      i. Lauren Barnes; Derrick Arthur; Jennifer – TR; Rebecca Gallei; Carolyn Mariani; Fred Grevin

   c. Tenure Pin ceremony
      i. Monthly distribution
         1. Use to encourage meeting attendance
         2. Take photos and put in newsletter or on website

   d. 2012/2013 Membership Drive
      i. Promotion
         1. Sept-March –
            a. Offer free meeting when they join
            b. Provide Membership Bag
               i. New Member Booklet
               ii. Chapter pin
               iii. ARMA Metro NY folio
               iv. Other tchotchkes
         2. Spring Seminar – April 2014
            a. March Madness Membership drive
               i. Gift card $10 for each new member
            b. Set up booth with Internet connection
            c. Drawing for new members joined at end of March
            d. Other?

   e. Student Membership Committee
      i. Finish scholarship project
         1. Develop scholarship criteria
         2. Award money from raffle to student in September
      ii. Promote student membership in schools
         1. Create ppt & present benefits of ARMA membership
         2. Work with Lauren & other professors to do presentation
3. Follow up with calls, emails & mentoring

f. **Hospitality Committee**
   i. Chapter Registration Team - Carol Trapano & Edie Mazullo
      1. They will alert Membership committee if new/visitor register
   ii. Membership committee – members of
      1. Will greet new and/or potential members, introduce themselves & others including BOD & sit with them
      2. Ask if we can do a bio of new members for newsletter
   iii. New Member of the Year award
      1. Get to know membership and get them involved in Chapter
      2. Responsible to make recommendations

g. **Mentor Committee**
   i. Maintain and stay in communication with mentors and protégé’s
   ii. Will be sending out survey upon completion
   iii. Interview and assign new mentors and protégé’s

h. **Budget-Welcome Tchotchke**
   i. - $200
   ii. March Madness program – $300

Submitted by:

Anita Castora, CRM- Vice-President Membership Committee

B. **ARMA Metro New York**
   **Professional Development Committee**
   **2013/14 Business Plan**

2014 Theme: The future of RM, focus on leadership, risk (security/privacy) and information governance. Derick will split committee into sub groups – one for general meeting and the other for the March event.

**Proposed speakers/topics for 2103/2014 meetings – arma@noon, evening or March Educational Day**

1. **Speaker**: Valora (get details from Debbie Mevs)
   **Topic**: eDiscovery

2. **Speaker**: FBI
   **Topic**: Security

3. **Speaker**: Kristen Matthews, Partner, Proskauer Rose
   **Topic**: Privacy

4. **Speaker**: James Merrifield
   **Topic**: How to Manage Social Media in Your Organization - Building a Successful Governance Strategy or AIIM Training Course
5. **Speaker:** Brian Schrader, Esq., President - BIA Protect  
**Topic:** No Holds Barred! The Real Deal with Litigation Holds. The program is spot on for information management, governance, etc. depending on when your meeting is, it would be a great program for you. The surveys that I am doing with IT, IS, RIM are showing that preservation and hold are still the number one concerns.

**Highlights:**
- Litigation hold defined
- Preparation for legal holds
- What triggers a legal hold and how to prepare
- How to issue a legal hold and what the notice should contain
- Obligations of legal hold notice recipient
- Consequences of non-compliance with legal holds
- "It doesn't have to be that hard"

6. **Speaker:** Nathan Rosen is the creator and administrator of a number of groups on LinkedIn, including the Law Library Association of Greater New York, Competitive Intelligence group, Mid-Sized NYC Law Librarians group and a synagogue group. He is a knowledge specialist with over 30 years of expertise. He was the first librarian to be recognized as a top innovator by "Inside Counsel" magazine and was identified as a top researcher on Wall Street in a book on "Super Searchers of Wall Street." Currently he is the Library Research Manager at Dechert LLP. Nathan is also a lawyer and author of more than 200 articles and books.

**Topic:** Personal Coaching Series: LinkedIn -- Expand Your Network and Market Yourself with Powerful Profile Preparation!

Please join us for this dynamic workshop on using the power of LinkedIn for your professional benefit. LinkedIn, with more than 200 million members, is today's most powerful business social network. This fast-paced training session will focus on how to develop positive, persuasive LinkedIn profiles with a concentration on proven recognized best practices. Special attention will be given to raising your visibility so you can be located by people you want to connect with. Even for experienced LinkedIn users, this workshop will identify effective ways to refresh your profile so you can get the most from this critical employment and networking tool. This eye-opening session will teach everyone valuable new lessons about how to maximize your LinkedIn profile. Leave with a detailed, practical to-do list of steps to raise your online footprint substantially to
maximize your visibility and profitability. The workshop will be live in New York City and broadcast to Boston, Portland, ME and Burlington, VT.

7. **Speaker**: Randolph A. Kahn, ESQ Kahn Consulting, Inc.
   “My firm developed the Keeping Good Company Records Management training program for ARMA, I have done keynote addresses at the ARMA national conference and my newest book on Defensible Disposition “Chucking Daisies: Ten Rules for Taking Control of Your Organization’s Digital Debris” is being published by ARMA in the next few weeks.

I am planning my fall and 2014 speaking schedule which tends to be busy when I have a new book come out. If you think your members would find value in having me participate in a chapter event, please feel free to contact me. Because I think it is important to make sure the ARMA members keep current of new developments, I agree to speak for the ARMA community at a reduced honorarium."

**Topic**: TBD (see above)

8. **Speaker(s)**: Mark S. Sidoti, Esq., Phil Duffy, Esq. and Mike Aginsky, CIO GibbonsLaw
   **Topic**: TBD

9. **Speaker**: Sofia Empel
   **Topic**: Medical Records Part III

10. **Speaker**: Anita Castora and others
    **Topic**: Disaster Recovery Part II – Lessons from Hurricane Sandy, a year later…

11. **Speaker**: TBD - ILTA
    **Topic**: Security Awareness Training or Security Ramification

12. **Speaker**: Nancy Flynn (get details from Anita)
    **Topic**: TBD

13. **Speaker(s)**: Ron Hedges, Dawson Horne (get details from Bryn)
    **Topic**: Update to federal rules…

14. **Speaker**: IG CGOC (get details from Jason Stearns)
    **Topic**: Information Governance
Other:

- Mary Sherwin – Keynote/motivational speaker at the March Event
- Collaboration meeting with one or more of our sister organizations:
  - ECALSM (e-discovery)
  - ILTA (legal technology)
  - NYPA (paralegal)
  - SLA (library)
- CRM review – Anita Castora to lead coordination effort
- ASPIRE – Mary Sherwin
- Get articles from all speakers
- Incorporate speakers from sister chapters - Ann Ostrander or Beth Chiaiese from CH and James Merrifield – CT