Inside this issue:

- ARMA 2019 Florida Sunshine Conference
- Become a Certified Records Manager
- Upcoming Lunch & Learn

and more....
Greetings ARMA Members & Friends!

Can you believe it’s already summer? We’ve had a great first half of the year with a number of Lunch & learns, and our ongoing CRM study group. I’d like to send out a thank you to Deborah Nass & Chris Wood for your assistance with facilitating & arranging the venue for our bi-monthly meetings.

I’d also like to thank all of you who attended our June event. Janette Smith did an awesome job speaking with us about the Effects of Public Records Law on Public and Private Agencies. The feedback was extremely positive.

The board will be taking a break over the summer, but don’t worry, we’re in the planning stages of a fun filled, informative second half of the year. We’ll be picking back up in September with our next Lunch & Learn series, given by Cecilia Guerrero. Her topic will be Internal Auditing: Promoting Accountability and Transparency. See page 4 for details.

Enjoy your summer, and I look forward to seeing you all in September!

Regards,

Laurie

Laurie VanDoezelaar
President
Palm Beach-Treasure Coast Chapter of ARMA
All the ARMA Florida Chapters from across the State are putting together an super exciting Florida Conference to be held next year. We will be releasing more information soon.

**INAUGURAL CONFERENCE**
Florida Gulf Coast • Jacksonville • Orlando • Palm Beach-Treasure Coast

**2019 ARMA Florida Sunshine Conference**
Conference dates: 2/20 – 2/22
Location: Embassy Suites by Hilton Orlando Lake Buena Vista Resort
8100 Lake Street, Orlando, Florida 32836

- Various speakers around Records Management
- Pre-Conference certifications will be available

More details coming soon….
Please visit our website to access the new secured Members Only Page Under Login/Sign Up

You will find our featured presentations, future events, and more.

Must register first!

**Calendar Alert!**

**Lunch & Learn Event**

**September 14, 2018**

**Subject:** Internal Auditing: Promoting Accountability and Transparency

**Time:** 11:30 AM - 1:00 PM

**Cost:**
- $10 members
- $15 non-members

**Location:** Palm Beach Sheriff Office
3228 Gun Club Rd. Classroom A
West Palm Beach, FL 33406

**Register:** [https://www.armapbtc.org/events/](https://www.armapbtc.org/events/)

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**UPCOMING EVENTS**

September 14, 2018 — Lunch & Learn
November 2018 — Lunch & Learn
CECI LIA UNGARO GUERRERO, CMA

OFFICE OF THE CHIEF AUDITOR
Broward County Public Schools

She holds a Bachelor of Science in International Business with a minor in Accounting, and graduated Magna Cum Laude from Florida Metropolitan University. Ceci has been with the school system for the past 28 years. As an auditor, her main objective is to ensure Broward County School District’s assets are safeguarded by performing independent appraisals. Much of her work revolves in reviewing the accounting, financial, payroll activities and/or other operations to measure and evaluate the managerial controls within the school district.

At this time, she is a candidate for the CIA (certified internal auditor), and CFE (certified fraud examiner) designations, and is attending post-graduate classes at FAU.

During her presentation, she will lead us through a different records management journey than we are accustomed. We will see how the documents we often keep for others, are analyzed. This is a very good perspective on document lifecycle.

Join us for:

INTERNAL AUDITING: PROMOTING ACCOUNTABILITY AND TRANSPARENCY
Audits are conducted according to generally accepted auditing standards followed by the private and public sectors. These audits include specific work addressing the risks of fraud and noncompliance with relevant laws and regulations.
Our June Lunch & Learn gave us a window into the legal aspect, and possible repercussions in managing records. Reminded us that staying up to date with new regulations is imperative. We were honored to have as our speaker, Janette Smith, Assistant General Counsel for the Broward County Public Schools. Janette’s background in government spans over 12 years, while achieving her Master Municipal Clerk designation in 2012. She is very up to date in technology and given her RIM background we were very grateful she accepted our invitation. The feedback we received afterwards was so positive, we are hoping she will agree to return.

We were so glad to see our attendees enjoy a great lunch and an awesome session. We all learned some very good legal insight and gathered tools to facilitate our jobs. An interesting takeaway point was to make sure to work alongside your legal team. Staying informed and on top of new rules and regulations should be part of a records management process. New legislative changes make for a nightmarish liability situation for those who are not prepared. Ignorance is not an excusable defense.

The Board made some announcements prior to the session. We are in need of volunteers for several committees. If you would like to volunteer to head a committee please contact lauriev@uplandsoftware.com or lucia.ungaro@browardschools.com
Looking to get more involved with your local ARMA Chapter?

We’re in need of volunteers for several committees:
- Welcoming—Membership committee
- Social Media
- Events
- Sponsorships

If you’re interested in volunteering, please contact lauriev@uplandsoftware.com or lucia.ungaro@browardschools.com
The Foundation announces the open application period for La ARMA Nostra reimbursement grants and the Access Leadership Scholarships. This is an exciting financial support opportunity for qualified applicants pursuing information management credentials in certifications or accredited academic programs [www.armaedfoundation.org](http://www.armaedfoundation.org).

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**2018/2019 ICRM EXAM SCHEDULE**

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**RECORDS MANAGEMENT SEMINARS**