



CARMA / NJ

County Archives and Records Management Association of New Jersey

*Patrimonium acta nostra
"Our records are our heritage"*

**AGENDA
THURSDAY, December 8, 2011
MIDDLESEX COUNTY
DIVISION OF ARCHIVES AND RECORDS MANAGEMENT CENTER
Rt. 130 North & Apple Orchard Lane
North Brunswick, NJ 08902**

10:00A.M. CALL TO ORDER

**GARY DALINA
PRESIDENT**

SALUTE TO OUR FLAG

**MARK PIZZA
VICE PRESIDENT**

WELCOME

**GARY DALINA
Middlesex County Records Manager**

SECRETARY'S REPORT

MICHELE EVERLY

TREASURER'S REPORT

CHRISTINE HEALEY

NJ DARM REPORT

DARM Staff

PRESENTATION:

Discussion on RIM Systems and Records Inventory Best Practices

Speakers: Jay Ruparel of Sunrise Systems and Michele Rothenberg/ Howard J. Gordon of Concorde Group, Inc

****ADJOURNMENT****



CARMA / NJ

County Archives and Records Management Association of New Jersey

Patrimonium acta nostra

"Our records are our heritage"

CARMA/NJ MEETING MINUTES

The December 8, 2011 meeting of the County Archives and Records Management Association of New Jersey was called to order by President, Gary Dalina at the Middlesex County Records Center in North Brunswick, New Jersey at 10:00 am.

Seven counties and two representatives of New Jersey Department of State, Division of Records Management (DARM) were represented along with other members.

Christine Healey, Bergen County
Dawn Sheeks, Diana Hevener, Cape May County
Michele Everly, Renee Finlay, Nancy Richter, Gloucester County
Lauren Wiley, Torey King, Joe Turek, Mercer County
Gary S. Dalina, Jerry Balazse, Middlesex County
Gary Saretzky, Monmouth County
Vincent Giacomini, Allen Kurdyla, Somerset County
Jo Mckinley, Howard Schwartz, DARM
Allan Gugligleni, NJIT CIAT; Drew Daley, Space Saver Systems; Bud McCullough, Andy Schreek, the Crowley Company

Call to order by Gary Dalina, President

Flag salute by Gary Dalina, President

Welcome by Gary Dalina, President

Secretary's Report: Michele Everly, CARMA membership forms, minutes, and surveys are available; dates and locations for 2012 are being finalized, and members will be notified

Treasurer's Report: Christine Healey, as of December 7, 2011, CARMA has a balance of \$4,084.33. Membership for counties and municipalities increased from \$40.00 to \$50.00. Vendor Associate Memberships remain unchanged at \$100.00

Motion to accept Treasurer's Report

**Meeting Presentation:
Rim Systems and Records Inventory Best Practices**

Jay Ruparel of Sunrise Systems RIM Presentation

*Michele Rothenberg and Howard J. Gordon of Concorde Group, Inc
Records Inventory Best Practices*

County and Municipal Updates

New Vendor Introductions

Cape May County cordially invites all CARMA members to attend the MARAC Conference (Mid-Atlantic Regional Archives) to be held at Congress Hall in Cape May New Jersey April 12th thru the 14th 2012. Questions regarding registration and fees can be answered by Diana Hevener of Cape May County Clerk's Office

Meeting adjourned

Next meeting will be in March 2012