

AGENDA

October 26, 2023

11:00 a.m. Eastern Time

Indiana Archives and Records Administration

Monthly State Records Managers Chat



This Chat will be recorded and placed online for you and other Records Managers to view. To keep the audio clear for future viewers, please remain muted until the discussion portion unless the speaker requests otherwise.

See the reverse side of this agenda for tips on audiovisual and connection issues.

- I. **Welcome** – Amy Robinson, State Agency Records Analyst

- II. **IARA Staff Introductions**

- III. **Monthly Bulletin review**
 1. [This](#) is what you get when you turn [this](#) loose on the Halloween decor.
 2. Welcome to RIM, Madison Young!
 3. Upcoming Lunch & Learn on IARA's new Critical Records Program
 4. Seriously, don't leave Amy unsupervised with purple garland or [plush bats](#).
 5. What's a Critical Records Program? We're so glad you asked!
 6. What are *you* dressing as for the most important holiday of the year?

- IV. **Questions, Concerns, Discussion** – Here's where you un-mute and we hear from *you*!

- V. **Date of Next Meeting** – November 30, 2023 at 11:00 a.m.





Meeting Format

Microphones

- **Please mute your microphones during the presentation section unless you want to speak.** This keeps the audio clear and understandable for future viewers.
- **You *are* welcome to speak during the presentation section** - unless the presenter requests otherwise – we just need you to wait to be called on so we don't have people talking over each other. You can use the "Raise hand" **button**, or put your question in the text chat, and the presenter can call on you when they've reached a reasonable spot for a pause.
- **You can leave your mic on for the entire Questions/Concerns/Discussions section, if you care to.** It's meant to be a bit of a free-for-all, encouraging people to talk to the presenter(s) and each other. No need to wait to be called on here; just use general courtesy and try not to interrupt another speaker.

Cameras

- **Turning on your camera is fine**, as long as you're fine with having tiny video images of you available to the public via the bulletin and chat archive on IARA's website.
- **Leaving your camera *off* is also fine.** Unless your first name is Amy and your last name begins with an R.
- **If you're having any difficulties seeing/hearing the meeting** (or if people are having difficulties hearing you), at *that* point we'd advise turning your camera off. This often helps, because broadcasting live video takes up quite a bit of your connection's bandwidth.

Meeting Entry Issues

- **If you're having problems getting into / back into the Teams meeting, please contact Jeannine Roe** at jroe1@iara.in.gov in Teams, or call her at 317-232-3658.

Unfortunately Amy can't assist with technical issues while presenting, but that's why she's grateful for her always-helpful colleagues!

