Welcome to the AIIM Florida Chapter Newsletter!

AIIM Florida Chapter works hard to provide Intelligent Information Professionals up-to-date information on the latest information management technologies and providers, through continuous research, consulting, collaboration, regular educational events and communications. The AIIM Florida Chapter, formerly known as the AIIM Gulf Coast Chapter, is one of the key AIIM Chapters worldwide.

Please read on about how we can assist your organization and how you can help the Chapter in 2026. Learn more about not-to-be-missed events and take in some great articles from Amitabh Srivastav and John Masters, long time members and visionaries of the Information Management industry.

Wishing everyone a very Happy Holidays as we look forward to 2026!

A Letter From Our President

Hello to our Members and Friends of the AIIM Florida Chapter,

Doing all that we can. If you can, we can together.

As we enter our 36th year of bringing all that AIIM offers on an International scale to our Regional Community, we are asking for your help.

This is not the first time that we have requested the assistance from all of you. It's important that we make it clear that while we continue to seek sponsorships that include webinars and continued promotion, it is important to have your monetary support in our ability to carry out the programs for education that are important to AI + IM education across our Regional Outreach that includes not only Florida but the Southeast and Latin America.

Can you help? https://donorbox.org/aiim-florida-chapter-donations

You do not have to be a member of AIIM International or AIIM Florida Chapter to support us. Please donate toward our educational initiatives.

The AIIM Florida Chapter is a totally self-funded not-for-profit organization. The AIIM Florida Chapter Board of Directors is comprised of industry experts that volunteer their time toward these efforts.

We are working hard to line up our schedule of webinars for 2026 aligned with all companies and organizations that wish to promote through our Organization of proven success of three decades. If you'd like to be on the schedule, please reach out to us at Info@aiimfl.org.

A mere donation of $10 or even $ 50 or providing a Webinar as a Sponsor provides your company with additional promotion, to include a presence on our website and this newsletter.

Wishing all a very Happy Holidays from the Chapter.

Sincerely,

Craig

Current AIIM Florida Chapter Board of Directors:

Craig Laue – President

B. John Masters – Vice President

Erin Dempsey – Director of Communications and Marketing

Alvaro Arias – Director at Large – LATAM Focus

Bob Larrivee – Director - Past President - Advisor to the Board

Patrick White – Director at Large

Peter Klentos – Director at Large

AI+IM GLOBAL SUMMIT

The AI+IM Global Summit 2026 is focused on ONE thing: practical solutions that actually work.

Don't miss the early bird registration deadline! Save $ 600 - register by December 31, 2025

April 28-30, 2026 Hyatt Inner Harbor, Baltimore

Join AIIM Florida Chapter at the AI+IM Global Summit, hosted by AIIM (the Association for Intelligent Information Management), where information leaders like you will discover how to thrive in the age of AI.

For over 80 years, AIIM has been at the forefront of helping organizations transform their information management practices. As unstructured data becomes the backbone of AI and automation, this event is designed to help you unlock its potential.

Over 2.5 days, you'll gain practical insights, form valuable industry connections, and explore cutting-edge strategies that blend AI with information management, driving real impact in your organization.

[REGISTER TODAY](#)

Ready for AI? Why Governance Is the Missing Piece in Your Microsoft 365 Copilot Strategy

By [Amitabh Srivastav](#), PMP, CIP, IGP, AIIM Fellow & AIIM Ambassador, CDO & VP, Compliance & Risk Management, HELUX Systems

This is the last of a 3-part series examining redundant, obsolete, and trivial information assets, the risks ROT presents to your organization, and how information governance (IG) is essential to reduce ROT and realize the benefits of AI.

In the first part of this series, "Why Your Digital Clutter Is Costing You ROI1 — and What to Do About It," I talked about cleaning up ROT. In the second part, "Your Information Architecture Is Failing You—Here's What to Do About It," I talked about fixing the foundation and re-architecting your information landscape in order to move from ROT to ART content. However, here's the key determinant of success: AI won't succeed without governance.

As more organizations adopt Microsoft 365 Copilot, many assume the tool alone will solve productivity and knowledge management challenges. But Microsoft 365 Copilot

isn't a magician — it can't organize your content, secure your data, or classify documents for you. To truly succeed with AI, you need to start where it matters most: governance.

Microsoft 365 Copilot Can't Fix What It Can't Understand

Microsoft 365 Copilot is powerful — but it's only as smart as the content it can access and the context it's given. Without proper governance, Microsoft 365 Copilot may:

• Surface outdated or inaccurate information

• Pull from non-compliant or sensitive sources

• Provide poor recommendations due to incomplete content

• Amplify security and privacy risks through incorrect permissions and access rights

In other words, without governance, you risk enabling AI-powered chaos and exposing sensitive information,

at scale.

Governance: The Foundation for Secure and Compliant AI

Governance helps ensure that the right people access the right content at the right time — and with the right security and permissions in place to mitigate the risks of data losses and data breaches. It's what turns AI from a liability into a strategic advantage. A governance-first approach to Microsoft 365 Copilot means:

• Classifying and labeling sensitive data using Microsoft Purview

• Applying lifecycle policies, so Microsoft 365 Copilot accesses accurate, reliable, and trusted (ART2) content, instead of ROT

• Structuring information so prompts yield meaningful and compliant outputs

• Engaging end-users with clear guidelines and ethical AI training

Without this foundation, Microsoft 365 Copilot can't deliver meaningful outcomes and achieve the expected ROI — and may even expose your organization to unnecessary risk.

Governance-First Approach to Microsoft 365 Copilot

[READ MORE](#)

by [John Masters](#), *AIIM Florida Chapter Board VP and Digital Transformation/ Records and Information Management Expert*

Wait, Was I Supposed to Be Taking Notes?

We've all been there. The meeting drones on, your attention wanders, and suddenly someone says, "John, what do you think?" You scramble for the mute button, hoping your camera's off. Somewhere in the background, the meeting is being recorded, preserving both the important discussion and your moment of panic.

It's funny until you realize that the recording may be an official record, subject to laws, retention schedules, and legal discovery. What began as a safety net for our shrinking attention spans has quietly become a records management minefield.

Why we hit "record"

Recent studies suggest the average person's attention span during digital work is about 47 seconds before switching tasks.[1] Microsoft's 2023 Work Trend Index similarly found that constant notifications and multitasking have eroded deep focus. We record meetings because we know we'll get distracted—and because digital platforms make it effortless.

The convenience feels harmless. But each time we press "record," we may be creating a record with legal and operational implications. Whether you use Teams, Zoom, Google Meet, or another platform, those recordings don't vanish when the meeting ends. They live in your organization's cloud, often without clear rules for retention or deletion.

When a meeting recording becomes a record

Did You Miss TWAIN Converge in

Safety Harbor?

This year's TWAIN Converge: Business Practices & Developer Conference helped create an exceptional environment for collaboration, innovation, and forward-thinking discussions about the future of imaging technology.

AIIM Florida Chapter, AIIM International and Women in Information Management (WIIM) were all sponsors of this exciting event! Please **read on** for a summary from

Peter Bedell, TWAIN Advisory Council Member and Principal Consulting Analyst at Keypoint Inteligence.

KEYPOINT INTELLIGENCE

New Blog

From Scanners to Sentience: How TWAIN Direct Is Becoming the Bridge Between Imaging, AI, and Robotics

Here's the scoop on what happened at TWAIN Converge 2025

Peter Bedell
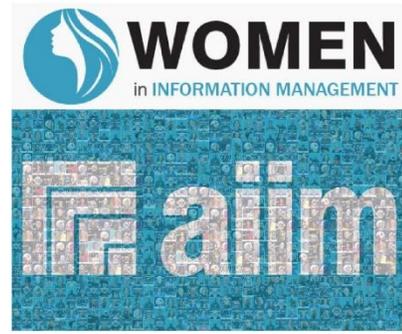
keypointintelligence.com

Upcoming Events

Women in Information Management (WIIM) Webinar

January 13, 2025

11:00 am EST

Reclaiming the Code: Women in Tech and the Future of AI

Presented by Tadia Rice, CEO, Blue Horizon Films

You do not have to be an AIIM member to attend this free webinar. ALL are welcome!

Once, women *were* technology's architects - from Ada Lovelace's first algorithm to Grace Hopper's compilers and the NASA "computers" who calculated humanity into space. Yet by the 1980s, women's representation in computer science had fallen from 37% to 18%, as marketing, media, and culture rewrote the story of who belonged in tech.

This 30-minute keynote and interactive discussion traces that hidden history and reveals how the gender gap was not inevitable - it was engineered. More importantly, it offers a roadmap for rewriting the code. In the age of artificial intelligence, we have a rare chance to design systems that reflect empathy, ethics, and inclusion - but only if women are at the table shaping the questions and leading the design.

Through storytelling, data, and reflection, this session empowers women in technology to reclaim their place as innovators, leaders, and architects of the digital future. Participants will leave with five actionable strategies to amplify their voice, influence AI development, and build a more inclusive architecture of intelligence.

Format: 30-minute presentation + 30-minute Q&A

This session is perfect for Women in tech, AI professionals, educators, emerging leaders, and allies committed to diversity in technology.

REGISTER TODAY

ARMA Southeast Sunshine Conference

February 19 -20, 2026

Embassy Suites by Hilton, Lake Buena Vista South

Hosted by the ARMA Southeast Chapters, this year's conference will bring together Records Management & Information Governance professionals for two days of innovation, collaboration, and future-focused learning.

📊 Pre-Conference CRA/CRM Prep Class – February 18, 2026

Back by popular demand! This session is the perfect chance to gain strategies and insights to prepare for your CRA/CRM exam.

🌴 And of course, it all takes place in sunny Kissimmee, Florida! The perfect backdrop to learn, connect, and plan for the future.

Links:

👉 REGISTER FOR THE CONFERENCE: **https://lnkd.in/gsmFQYkV**

👉 RESERVE YOUR ROOM AT THE SPECIAL CONFERENCE RATE:
https://lnkd.in/eggt9cfD

Secure your spot today and be part of the Sunshine Conference 2026 experience.

Would you like to partner with

AIIM Florida in 2026?

Gain valuable leads and get great exposure to the AIIM Florida community through a presence on our website, newsletter, webinars and on-site events. Each webinar produces 100+ registrants on average. **Contact Us** to learn how AIIM Florida can help you!

DONATE/SPONSOR AN EVENT

Did you miss these great webinars?

How to Stay Ahead in the Rapidly Evolving Market for Capture & IDP Solutions

Presented by Ralph Gammon, Senior Analyst, Infosource

So, what does a successful IDP solution look like in today's market? When once a PC-based scanning and OCR solution might be considered cutting edge, today's market is

full of options. These include software that incorporates machine learning, LLMs, computer vision, runs on the cloud, and more.

Infosource is in the process of compiling its annual Capture & IDP Vendor Matrix that features rankings and detailed reviews of more than 25 vendors globally. Senior Analyst Ralph Gammon is looking at aspects such as vision, technical merit, market penetration and the ability to address users' end-to-end automation needs.

In this webinar, Ralph discusses what he is seeing in terms of capabilities, market demand and what differentiates the Stars from the Aspirants. Join us for a discussion that will explore the features and functionalities of cutting edge IDP solutions for both today and tomorrow's use cases. **VIEW VIDEO**

7 Habits for Digital Transformation Success

featuring [Geoff Ables](), Managing Partner, C5 Insight

Digital has transformed almost every business over the past 30 years. But, ready or not, emerging AI and Copilot capabilities will accelerate that process!

In this session, you'll learn 7 essential components that every successful digital workplace project must have to prepare for the coming changes including:

· Proven Planning Strategies: Crafting a vision and a plan for AI and digital transformation.

· Stakeholder Engagement: Ensuring involvement from the C-suite to front-line employees.

· Designing for Differentiation: Using AI to tailor your technology – not only driving operational efficiency, but delivering competitive differentiation.

· Data Quality & Governance: AI is only as good as your data. Learn to overcome the garbage-in, garbage-out syndrome that is already undermining AI operations in many organizations.

· Cultivating a Culture of Change: Ride the wave of change by driving adoption through learning, development, communication and active listening.

· Support, Maintenance and Continuous Improvement: Ensure your digital workplace AI continues to learn and grow.

People-Centric Success: Strategies to ensure your AI initiatives remain centered on customer and employee needs. **VIEW VIDEO**

The Convergence of Records, Information, and Data Governance

presented by [Steve Weissman](#), Founder/CEO, Holly Group

All information needs to be governed, be it structured or unstructured. But data and documents traditionally have been handled separately, and this has led to inconsistent policies across the enterprise, increased risks in terms of privacy and information quality, and inefficiencies in operations.

This session draws on recent client experiences to explore what's driving the convergence of data and information (hint: it's initials are A and I) and how you can leverage it to maximum effect.

Attendees of this session will learn about:

· Surprisingly similar thinking among CIOs

· Evidence that the convergence is here

· Changes in the records space

· The opportunity at hand

VIEW VIDEO

A Special Thanks to Our Sponsors

Explore AIIMFL.org for educational videos, news, articles, testimonials, membership, sponsorship and more!

Website   LinkedIn   YouTube   Twitter   Instagram

AIIM Florida Chapter

aiimfl.org

info@aiimfl.org