

ARMA- MILWAUKEE CHAPTER BOARD

Meeting Minutes

July 29, 2016

I. Call to order

Donald Force called to order the regular meeting of the ARMA-Milwaukee Chapter Board at 11:52 a.m. on July 29, 2016 at Osgood's.

II. Roll call

The following persons were present: Donald Force, Pamela Bartoli, Herb Foster, Ben O'Donnell, Elizabeth Vera, Maggie Elice Turner, (Absent) Christine Matthies

III. Open issues

a) Treasurer's Report

Checking	\$4,094.45
CD	\$5,313.11
Total	\$9,407.56

b) Membership is at 51 as of July 2016 (down 2 members since June)

c) Programs- Sept. and Nov. meetings set, but January forward may be shifted or switched. Program detail available in the meeting Agenda.

- *September 20, 2016*- Deena Farver from Iron Mountain on Benchmarking & Compliance
- *November 15, 2016*- Gordon Hoke on Information Governance and Practical Application of IG.
- *March 16, 2017*- Joint Meeting with AIIM
- *April 25, 26 or 27, 2017*- Spring Seminar (tentative dates)
 - Potential to move Spring Seminar to March 19-26, 2017
 - Discussed pros and cons for reserving space at UWM which included food, parking options and cost savings for not having to pay to reserve a room

- Discussed alternate locations to UWM such as the Sheraton, renting a movie theater, or hotel airport location
- *May 2017*- add additional meeting that relates to government records if feasible
- *June 2017*- Chapter Social

IV. Old business

a) Chapter Bylaws

- Amended bylaws were submitted to National on 9/23/15, but no response received.
- Pam resubmitted bylaws to the President via E-mail
- Requested National to update our Chapter info on their website

V. New business

a) Update from ARMA Regional Conference

- New President, Bob Baird, spoke on how to move ARMA forward with such ideas of making it a virtual organization, new membership levels (free vs. paid) to boost interest, new E-mails.
- Raffle ticket sale. A motion was made to have the Chapter purchase the bundle of tickets as a whole and hand them out as a prize to members, as opposed to trying to sell to members individually. Everyone in attendance was in agreement to pass this motion. A check is to be sent to cover the cost.

b) Website

- Volunteer is needed to maintain our website to keep it up to date with minutes, reports, meeting updates and schedules.
- Maggie volunteered to maintain the website as part of Secretary's duties.
- Maggie and Herb to collaborate on the transition of website maintenance at a yet to be determined date.
- Discussion about maintaining the website on a new platform such as Word Press with updated content to drive more traffic to it for member resources

c) Membership Drive

- Arlyce and Rick to handle

d) ARMA Educational Foundation Online Auction

- Suggestion was made to put up an Amazon Gift Card, but after discussion, it was decided that a lump sum of money as a donation would be better

e) Used Book Sale/Auction

- Idea proposed as a fundraiser with proceeds going to the Foundation
- Put up a table at the Spring Seminar – set it up as a silent auction where people can write their top bids on a paper or sell at a fixed price
- Books can be Software related, Information Management, Records books etc.

f) Next Meeting

- Pre-scheduled for August 4, but that will be adjourned for a September 1, 2016 call

VI. Adjournment

Donald Force adjourned the meeting at 1:04 p.m.

Minutes submitted by: Maggie Elice Turner, Secretary

Minutes approved by: _____