

ARMA- MILWAUKEE CHAPTER BOARD

Meeting Minutes

January 5, 2017

I. Call to order

Donald Force called to order the regular meeting of the ARMA-Milwaukee Chapter Board at 7:32 a.m. on December 1, 2016 via conference call.

II. Roll call

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

III. Open issues

a.) Membership 50 as of December 2016

b.) Treasurer's Report

Checking	\$8,476.90
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IV. Old Business

- Venue options: Midway Motor Lodge is still under construction, but available for January 18th meeting. The South entrance will need to be used.

V. New business

a) Programs

- January 18, 2017 – Joint meeting with AIIM
 - o Need count of people registered & registration announcement email
 - o Price reduced to \$25 due to the shortened length of the program
 - o Accepting check payments sent directly to the Treasurer before the event-information contained in the email registration announcement
- March 29, 2017 - Joseph Suster- Government Records
 - o Need to obtain title and summary of Joseph Suster's presentation
 - o Need to confirm location
- Spring Seminar - Security
 - o Flyer created for event needs to be posted on the website
 - o Encouraged to have people post the flyer in their work location or share with other businesses they think will find interest in it

- Location confirmed to be at West Bend Mutual Insurance
- Vote was held and approved to accept Credit Card payments by using the “Square Up” technology. A charge per transaction is assessed for this.
- Final Meeting/Social
 - Date needs to be changed to June 1st because the Brewers are playing a home game on the original scheduled date of June 6th
 - Consider a different venue
- b) Website
 - Maggie upgraded to paying site (\$2.99/ month billed yearly) to remove WordPress advertising and to have access to custom web address
 - Herb will working on the mapping and redirecting the old web address to the new one.
 - E-mail announcement will be sent out to members about the new website, and registration for the January Meeting will be available immediately.
- c) Next Meeting
 - February 2, 2017 (conference call)

VI. Adjournment

Donald Force adjourned the meeting at 8:02 a.m.

Minutes submitted by: Maggie Elice Turner, Secretary

Minutes approved by: _____