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 |

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
  - Need count of people registered & registration announcement email
  - Price reduced to $25 due to the shortened length of the program
  - 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
  - Need to obtain title and summary of Joseph Suster’s presentation
  - Need to confirm location

- Spring Seminar - Security
  - Flyer created for event needs to be posted on the website
  - 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
  o Date needs to be changed to June 1st because the Brewers are playing a home game on the original scheduled date of June 6th
  o 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: __________________________