ARMA- MILWAUKEE CHAPTER BOARD
Meeting Minutes
February 2, 2017

I. Call to order
Donald Force called to order the regular meeting of the ARMA-Milwaukee Chapter Board at 7:33 a.m. on February 2, 2017 via conference call.

II. Roll call
The following persons were present: Herb Foster (HF), Donald Force (DF), Ben O’Donnell (BO), Elizabeth Vera (EV), Christine Matthies (CM), Pamela Bartoli (PB)

Absent: Maggie Elice Turner

III. Open issues

a.) Membership 49 as of January 2016

b.) Treasurer’s Report

| Total   | $8,461.27 |

IV. Old Business

V. New business

a) Programs

- March 29, 2017 - Joseph Suster - Government Records
  o Agreed to set price to $35

- Spring Seminar - Security
  o HF provided update, requested assistance with the following tasks
    • Book drive – setting up logistics – funds go to support AIEF
    • HF to inquire with Madison rep. if willing to help with.
    • Vendors – create a list of vendors to invite
      • PB agreed to help with
    • Publicity for contacting local organizations that may not be in the normal email contact lists
      • DF to contact Arlyce to see if she will be willing to assist [Update: Arlyce has agreed to do this; HF to provide her with most current information about]
• Additional communication & marketing
  o DF to work with HF
    - Another Save the Date reminder to be sent to listservs on February 6
      - DF to email Recmgmt-l, ERECS-l, A&A (SAA’s listserv), and SAA’s Records management section listserv
      - MT to email Chapter members [Update: Done 2/7]
    o Cost of the event set to $100

- Final Meeting/Social
  o CM to contact Miller Park [Update: Done 2/3. Venue confirmed for 6/1]

- Membership Drive
  o PB inquired how we are handling the departure of ARMA members and the arrival of new ARMA members
  o DF responded that he can contact new ARMA members welcoming them to the chapter and ensuring that their emails are added to the contact list. Departing ARMA members are beyond the Chapter’s control.

- Monthly Newsletter
  o DF inquired if creating and distributing a monthly newsletter would be a good idea for communicating events with chapter members
  o PB explained that there was a newsletter but it did not succeed due to lack of support by chapter members.

- Status of Square for credit card transactions
  o BO has not received the device to plug into his phone; will follow up with company next week.

b) Next Meeting
- March 2, 2017 at 7:30 AM (conference call)

VI. Adjournment
Donald Force adjourned the meeting at 8:08 a.m.

Minutes submitted by: Donald Force, President

Minutes approved by: ______________________________