

# **ARMA- MILWAUKEE CHAPTER BOARD**

## **Meeting Minutes**

March 2, 2017

### **I. Call to order**

Herb Foster called to order the regular meeting of the ARMA-Milwaukee Chapter Board at 7:33 a.m. on March 2, 2017 via conference call.

### **II. Roll call**

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

### **III. Open issues**

#### a) Treasurer's Report

Checking	\$8,461.22
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### **IV. Old business**

#### a) Status of Square for credit card transactions

- Trial run for March 29<sup>th</sup> meeting
- Ben received square reader, and downloaded app for his cell phone
- Tested it and worked successfully
- Charges listed on credit card statement as armamilwaukee via square
- An email needs to be provided to send a receipt
- 2.7% fee per transaction for use

### **V. New business**

#### a) Upcoming Events

- March 29<sup>th</sup> Radisson- Joe Suster; 10 registered. 2<sup>nd</sup> registration reminder to be sent out
- Spring Seminar (April 27, 2017)- Herb will finalize a detailed schedule and bios later next week to send out in email reminder
- Student Discount- Board voted for free registration, not discount, for 2 students from Madison and 2 students from Milwaukee to try and attract new interest/people
- Splitting proceeds with Madison 50/50 this year. Going forward propose that whomever is hosting will get proceeds. Ben will contact Treasurer of Madison Chapter

- Pam is working with Abby for a complete vendor list.
- Book Sale at the Spring Seminar- attendees bring used books to donate and let us know the approximate worth. Books can be purchased on the lunch break, with proceeds benefiting the education fund. A raffle for the donors- one entry per person.
- Final Meeting/Social June 1, 2017 Miller Park Fridays Front Row. Buffet. Social meeting, but will mention in the meeting notice email that we will open floor to a project someone may want to present. They will need to let us know ahead of time.

b) Membership

- 48 as of February 2017
- Ben contacted members who were on the list of up-coming expirations which was sent from ARMA. Going forward this will be the responsibility of the Treasurer

c) LinkedIn Account

- ARMA Milwaukee group discovered, & set up by Mark Trusdell
- Group has 9 members
- No one currently has interest in updating the site, so a vote was held to discontinue its use

d) Website

- Herb will finally remove the old website. It currently only has a link directing people to the new site.
- New email account with Outlook gives us One Drive with 5G space. This would be an ideal place to store old records to pass on to future board members. Assess what will be uploaded/scanned.

e) Next Meeting

- April 6, 2017 (conference call)

**VI. Adjournment**

Herb Foster adjourned the meeting at 8:21 a.m.

Minutes submitted by: Maggie Elice Turner, Secretary

Minutes approved by: \_\_\_\_\_