ARMA- MILWAUKEE CHAPTER BOARD
Meeting Minutes
August 4, 2017

I. Call to order
Donald Force called to order the regular meeting of the ARMA-Milwaukee Chapter Board at 11:52 a.m. on August 4, 2017 at Mo’s Irish Pub.

II. Roll call
The following persons were present: Donald Force, Ben O’Donnell, Maggie Elice Turner, Christine Matthies, Richard Gureski, (Absent) Herb Foster & Pamela Bartoli

III. Open issues
a) Membership- 47 as of July 2017 (down 4 members)

b) Treasurer’s Report - $9,031.19

IV. Old business
a) Spring Seminar
   - Ben reported that he received reimbursement check from the Madison chapter for the online registrations
   - Check was sent to our P.O. Box

V. New business

     Requires future action/discussion/volunteer to complete
     Next meeting will discuss assignments & results

a) 2017 Regional Leadership Conference
   - Maggie attended conference July 21-22, 2017 in St. Louis, MO.
   - ARMA International seeking to update the logo/colors
   - Breakout sessions based on position to better understand roles and the way in which to carry them out
   - Follow the ARMA leadership to create & follow SOP
   - Other sessions networked with other chapters regarding ideas for outreach and speakers.

b) 2018 Regional Leadership Conference
   - Email received regarding proposals to host for next year
   - Item put on hold as Herb & Pam were not present to discuss
c) Potential Program Topics for 2017
   - FOIA
   - SharePoint
   - RIM Projects in the area (retention, data clean up)
   - Imaging Systems
   - RIM Technologies (suggestion from Spring Seminar feedback)
   - Dark Data (suggestion from Spring Seminar feedback)
   - How to help your IG shop become successful (suggestion from Spring Seminar feedback)
   - CRM Speaker/prep session

d) Program Dates
   - Propose to keep general schedule as last year September, November, January, March, April, June, but need to determine dates (will have to be done based on the decision for venues)
   - Leave October open for those attending ARMA Live in Orlando
   - Discuss with ARMA Madison if they would like to host joint Spring Seminar in April
   - No date set for September meeting as speaker/topic still in development
   - Email will be sent next week to seek a list of members who would want to share a project/success story

e) Venue Locations
   - Seeking new venues- look for inexpensive options
   - Look to various locations throughout the city
   - Check prices for potential sites & available parking
   - Survey members & determine if they are willing to host
   - Food options – standard caterer, restaurant catering, snacks
   - Determine if different times of day would be better

f) Membership Drive
   - Make a list of companies/businesses in the vicinity of your employer
   - Call local organizations to inform RIM professionals and chapter members about events
   - Determine if a set price could be created for one company to have multiple employees attend
   - Explore options for webinars
   - Discuss the price difference for Members vs. Non-Members
   - Mass mailing to local organizations to identify RIM professionals
- Cold Calls to related industry professionals
- Network with other organizations
- Review slides from Regional Leadership Conference for ideas from other chapters

g) Monthly Conference Calls
- Survey will be sent out to Board Members to determine best time to hold monthly conference calls
- Responses due by August 9, 2017
- Next meeting date TBD

VI. Adjournment
Donald Force adjourned the meeting at 1:09 p.m.

Minutes submitted by: Maggie Elice Turner, Secretary

Minutes approved by: ___________________________