

# **ARMA- MILWAUKEE CHAPTER BOARD**

## **Meeting Minutes**

October 2, 2017

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

Donald Force called to order the regular meeting of the ARMA-Milwaukee Chapter Board at 1:01 p.m. on October 2, 2017 via conference call.

### **II. Roll call**

The following persons were present: Donald Force, Ben O'Donnell, Maggie Elice Turner, Christine Matthies, Richard Gureski, Herb Foster. Absent- Pamela Bartoli

### **III. Open issues**

- a) Approval of meeting minutes from the September 18, 2017 meeting
  - One change is to add February to the list of monthly chapter events
  - Unanimous approval of minutes
- b) Request by Rick G. to amend today's agenda to add points for follow up on September's Chapter event, and a point to discuss potential Podcast
- c) Membership- 47 as of September 2017
- d) Treasurer's Report - \$8,721.61

### **IV. Old business**

- a) Listserv – more investigation needed for what will fit our size needs
- b) Iron Mountain – Email sent to follow up on potential topic, but no reply received as of this date
- c) Spring Seminar – Email sent to Emmy in Madison to follow up, but no reply received as of this date

### **V. New business**

- a) September Program Follow Up
  - Rick suggested calling attendees to follow up on program & thank them for coming
  - Maggie to send list of registrations to Rick and Chris M.
- b) November Education Session
  - Tammy Goss – November 28 – Location TBA
  - Rick and Chris to find a location by the next meeting
  - Tammy's expenses are \$75 – Unanimous vote to approve expenses

- Need a title and summary of presentation
- c) ARMA International Education Foundation- Silen Auction
  - Silent Auction items, not feasible- AIEF requests donations
  - Unanimous vote to donate \$250 (equal to last year's donation) to the Foundation via weblink
- d) Financial Review Guidelines
  - Reviewed ARMA International's suggested best practice Safe Guards for chapter finances ([http://ehandbook.explorearma.org/Treasurers\\_Resources](http://ehandbook.explorearma.org/Treasurers_Resources)).
  - Board agreed to develop a policy and procedures for approving expenditures, and reviewing all financial statements to become more in-line with ARMA's best practices.
  - Discussed holding a third-party financial audit of chapter finances (separate from the annual financial review).
  - Board will seek advice from a professional as to how often a third-party financial audit should take place for an organization of our size.
- e) Chapter Mission
  - *"These self-governed communities help their members build personal networks as they enhance their professional and leadership skills. Joining a chapter is optional, but we highly recommend it."* ARMA International (<http://bit.ly/2x3Siwu>)
  - Hold to discuss at a later date
- f) Roles and Responsibilities
  - Programs- Chris and Rick agreed to head the programming committee for the remainder of the year
  - Board discussed ideas for holding a "Special Business Meeting" in early November via teleconference for all Chapter members
- g) Podcast
  - Will be discussed in more detail at the next meeting
- h) Next Meeting
  - Monday, October 23, 2017 1:00 pm (conference call)

## VI. Adjournment

Donald Force adjourned the meeting at 1:57 p.m.

Minutes submitted by: Maggie Elice Turner, Secretary

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