

# ARMA- MILWAUKEE CHAPTER BOARD

## Meeting Minutes

September 18, 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 September 18, 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 & Pamela Bartoli



### III. Open issues

- a) Membership- 47 as of July 2017
- b) Treasurer's Report - \$9,271.19

### IV. Old business

- None

### V. New business

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



#### a) Website Discussion Board

- Maggie recently created space on Website for Discussion Board and added RSS follow feed buttons.
- Explored the option creating a listserv instead- majority in favor
- Leave Discussion Board on the web for now while listserv is in development and testing



#### b) Administrative Documents

- Provide Board Members access to One Drive
- Change password with each new Board election
- Set up File Structure
- Include copy of Retention Schedule, and Roles & Responsibilities



#### c) Our Purpose

- *“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 until next meeting

d) Program Update

- Panel Session Luncheon
- Will get final count on 9/22/17

e) Upcoming Program Sessions

- Joint-meeting with Madison chapter
- March 2018 (not spring seminar- Still developing the seminar)
- George Despres (Information Management for your IG Program)
- Location TBD

f) Scheduling of 2017-2018 Educational Calendar

- Voted and agree to hold programing in September, November, February, March (joint with Madison), April (Spring Seminar, possibly in Madison), May and June (tentative, possible social)



g) Other Speaker Ideas

- Arlyce's idea for webinar- 1 hr private screening on e-discovery if she gets authorization to show it that way. People would register like a regular meeting, but instead of gathering for food and a live speaker, it would be a webinar and food in a central location
- Tammy Goss- provided 6 possible topics, and the Board expressed interest in 3 that will be sought to be combined into one presentation, if possible for November. Information forthcoming
- Iron Mountain- Digital Record Center, HR solutions and AP/AR solutions. IG No longer a topic possibility.



h) Membership Recruitment

- Hold to discuss until next meeting
- Advertising Postcard
- Reminder to have list of organizations to mail to sent to Donald by the 29<sup>th</sup>
- Recruit other chapter members to help?



i) Roles & Responsibilities

- Hold til Next Meeting
- Programs
- Marketing

j) Next Meeting

- Monday, October 2, 2017 1:00 pm (conference call)
- Bi-monthly meetings will be held on the first and third of each month through December 2017.

**VI. Adjournment**

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

Minutes submitted by: Maggie Elice Turner, Secretary

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