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 29th
- 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: ____________________