

ARMA- MILWAUKEE CHAPTER BOARD

Meeting Minutes

October 23, 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 23, 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) Approval of meeting minutes from the October 2, 2017 meeting
 - Unanimous approval of minutes
- b) Membership- 47 as of September 2017
- c) Treasurer's Report - \$8,591.61

IV. Old business

- a) Listserv – more investigation needed
- b) Spring Seminar – Madison still discussing the Seminar with their Board. Need to have a decision by the end of the month.

V. New business

- a) Financial Review
 - Policies & Procedures Update – Donald drafting for review
 - No Formal Audit Necessary- still see if we can get an informal audit as in years' past done which will lend to the financial transparency
 - Consulted with CPA regarding the need for a formal audit of our books. Advice based on the size of our organization and our routine financial activity, is that no formal audit is necessary. All of our major transactions are documented in our minutes (i.e. donation to the AIEF or speaker fees). Once we have a solid policy and procedure in place, we should be covered.
 - Seeking one additional opinion on this issue. Pam will reach out to her contact at Equitable Bank.

b) November Education Session

- Tammy Goss – November 28 – Location Machine Shed-Pewaukee
- Vote to set cost at \$15
- No cost to reserve space as long as we meet minimum requirement of \$300 on food
- Send announcement today with registration deadline of November 22 & send final registration list to Chris and Ben
- Donald to provide lanyards to name tags
- Will begin to send email confirmation to registrants
- Consider having a small-prize raffle at the end of meeting

c) Other Sessions

- Nothing set yet
- Pam suggested an event with AIIM
- Rick suggested a charity function, ex. Toys for Tots

d) Special Meeting for Chapter Members

- Too soon for early November
- Social event or business mixer
- Free Conference Call

e) Website

- Email from Rick 9/28/17 reviewed regarding proposals as to what should be done for the website
- Propose a sub-committee
- Secretary maintains website- notify issues regarding content changes. Major changes addressed by full Board
- Held for further discussion at later meeting

f) Meeting Format

- 1st meeting of the month proposed to be for regular business
- 2nd meeting of the month proposed for creative discussion
- Propose meeting in person at a happy hour or luncheon- informal
- Try in November – will send out survey for agreeable time & date

g) Next Meeting

- Monday, November 6, 2017 1:00 pm (conference call)

VI. Adjournment

Donald Force adjourned the meeting at 2:05 p.m.

Minutes submitted by: Maggie Elice Turner, Secretary

Minutes approved by: _____