ARMA- MILWAUKEE CHAPTER BOARD
Meeting Minutes
November 6, 2017

I. Call to order
Donald Force called to order the regular meeting of the ARMA-Milwaukee Chapter Board at 4:30 p.m. on November 6, 2017 at TGI Friday’s at Miller Park

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

III. Open issues
a) Unanimous Approval of meeting minutes from the October 23, 2017 meeting
b) Membership- 47 as of November 2017
c) Treasurer’s Report - $8,591.61

IV. Old business
a) Listserv – more investigation needed
b) Financial Review – No further information from contact at Equitable Bank.

V. New business
a) Vice President Vacancy
   - According to the Bylaws “A vacancy in any office except that of President shall be filled by election by the Board of Directors for the unexpired term.”
   - Unanimous vote to keep post vacant for remainder of term
   - Treasurer and President arrange an amicable time to assign financial account rights, and to remove prior VP name.

b) November Education Session
   - Name Tags- Chris will print them
   - Raffle – seek vendor donation and will look into ARMA personalized items
   - Survey- Donald will compile questions and send to Board to proof by end of the week
   - Publicity- Need 2 more reminder emails to be sent (one this week and another the week of the 20th), include link to interview podcast
   - Food- Chris will email list of lunch choices later in the week
c) Other Sessions
   - January- Looking into an AIIM/ARMA meeting which may include vendors and information on their products and any projects in place using their products.
   - February- Focus on 3 industries in Information Governance-Government, Legal, and Insurance
   - March- Looking into rideshare options for the joint Madison/Milwaukee meeting to be held in Madison
   - Special Business Meeting- working towards Spring either before or after annual June Social event

d) Spring Seminar
   - Madison has opt not to participate in a joint-meeting. We will develop our own program.

e) Roles & Responsibilities
   - Policies & Procedures (proposed edit to Bylaws as prepared by Donald attached to the Agenda)
   - It was suggested that a separate document for Policies & Procedures be drafted- Donald will place working document in OneDrive.
   - Amending the Bylaws is a long process so no amendments will be made until Policies & Procedures created and approved. A few suggested edits to the Bylaws were proposed:
     o That at least 60 days before election, a decision should be made as to what positions should be on the ballot (ex. Member At Large, Program Coordinator).
     o at the beginning of each year, the President should ensure that two chapter members (Board and/or non-Board members) serve as web administrators
     o at the beginning of each year, the President should ensure that two Board members have access to the financial account information
   - Bylaws and Policies & Procedures will be kept on OneDrive to begin generating Roles & Responsibilities for each Board position.
   - Refer to ARMA’s e-handbook for assistance

f) Next Meeting
   - Monday, November 20, 2017 12:30 pm (conference call)- Open Discussion

VI. Adjournment

Donald Force adjourned the meeting at 5:45 p.m.

Minutes submitted by: Maggie Elice Turner, Secretary
Minutes approved by: ____________________________