

# **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 20<sup>th</sup>), 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: \_\_\_\_\_