

ARMA- MILWAUKEE CHAPTER BOARD

Meeting Minutes

February 5, 2018

I. Call to order

Donald Force called to order the regular meeting of the ARMA-Milwaukee Chapter Board at 1:00 p.m. on February 5, 2018 via conference call.

II. Roll call

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

III. Open issues

- a) Approval of 12/4/17 meeting minutes (3- approve, 1- opposed)
- b) Approval of 1/8/17 meeting minutes (unanimous)
- c) Membership- 48 as of January 2018
- d) Treasurer's Report - \$7,852.14 - Expect reimbursement check from AIIM & Italian Community Center

IV. Business

- a) Regional Leadership Conference
 - Columbus, Ohio on July 27th & 28th
 - E-mail Donald with any topic ideas
 - Decide at a later date if we will send a representative
- b) Educational Sessions Update
 - February 20th
 - Breakfast meeting set at new Northwestern Mutual office tower & will be also broadcast for participants in Green Bay
 - Send out another registration email with Parking map
 - 19 Currently registered
 - March - Special Business Meeting
 - Early stages of development
 - Looking to branch out to other chapters and organizations to join in the conversation and exchange ideas/common themes
 - Email Chris or Rick with topic or questions to be addressed at the meeting

- Spring Seminar- April 24th or 26th
 Venue not set yet- exploring locations where sessions can break out into different rooms
 Some topics that may be included are, Social Media, Office 365, Emerging Technology, Imaging, Retention, Changing of Industry Expectations
 - May – Maritime History and Records in Archives
 Speaker from the Wisconsin Historical Society
 - June- Social
 Most likely to not happen. Last year social was cancelled due to low registration
- c) Nominations for Next Board
- Positions to be listed on the ballot 4 main and other elected positions such as Member at Large or Program Leader
 - Suggestion to merge VP and Treasurer job- would require change to by-laws (lengthy turnaround time to do so)
 - Deadline for nominations- through the Spring Seminar
 - Voting open in May and needs to be closed by June 1st to abide by by-laws of 30 days prior to June 30th
- d) Procedures
- Secretary and Treasurer have begun to put list together and saved in One Drive
 - Also save to ARMA International’s site for our Chapter
- e) Membership Dues
- Ability to change membership dues
 - Current \$30 Average of all ARMA Chapters \$33.52 Max \$65 Min \$15
 - Several Chapters have different rates for type of person (ex. new, student, renewals, etc.)
 - Consider raising fee and making meetings free
 - Charge non-members a different rate
 - Informally, Board thinks \$30 is acceptable
 - Tabled for further discussion
- f) Member of the Year
- Seeking nominations via email
 - Held for March meeting
- g) Swag
- Idea for raffle or give-away items
 - Logo or records related magnets
 - Have offer for free set through Shutterfly, but will explore bulk prices

- h) Branding/New Logo
 - Seeking design ideas (outside Board members as well)

- i) Next Meeting
 - Thursday , February 28, 2018 in Menomonee Falls- Open Discussion
 - Monday, March 5, 2018 via Conference Call 1:00 pm

V. Adjournment

Donald Force adjourned the meeting at 2:03 p.m.

Minutes submitted by: Maggie Elice Turner, Secretary

Minutes approved by: _____