**ARMA‐MILWAUKEE BOARD MEETING Minutes – Notes in blue**

**Date/Time:** October 17th, 2018 – 2:30 – 4:15 P.M.

**Location:** Godfrey & Kahn, S.C. ‐ Waukesha Office

**Meeting Format:** In‐person

1. **Approve September 18, 2018 Meeting Minutes**
	* **Approved**
2. **Review 2018‐2019 Goals**
	* **Reviewed**

**III. Committee Reports**

* + **Member of the Year/Awards (Christine Matthies)**
		1. **Happy ARMA Birthday Update**
			1. **Getting thank you cards made now.**

**b. Finance (Ben O’Donnell)**

**i. Update on budget and electronic payment options**

* **Paypal will be set up shortly**
* **Budget approved**

**c. Programs (Chris Matthies)**

* **Oct meeting all set and confirmed – podcast coming up**
* **Reviewed upcoming meetings**

**d. Chapter Records (Mark Packard)**

* **Mark and Lisa presented new retention schedule. Board will review again.**

**e. Communications (Mike Kaye)**

**i. 2018‐2019 Communication Plan**

* **Rick presented monthly communication template. All agreed on the benefits of this – Rick will push out the first one.**

**ii. Website**

* **Reviewed page view stats**

**iii. Social Media**

* **Linkedin, Twitter, etc**
* **Will try a Twitter account first and see how it goes.**

**iv. Board Podcast**

* **Place to discuss committees**

**v. Regional Event Communications Plan**

**f. Membership (Mike Kaye)**

**i. Student Discount Program**

* **Agreed that we will take part in this initiative**

**ii. Management of Member List and 99’s Outreach**

**iii. Creation of Prospect List and Membership Drive**

**g. Industry Groups (Mike Kaye)**

* **Godfrey & Khan is hosting the Downtown Legal Records Group meeting Nov 1st . Rick and Mike will be in attendance.**

**IV. ARMA International/Great Lakes Region Update**

1. **Discussed ARMA International/Information Coalition Merger**
2. **Recapped merger**

**b. Multi Chapter Collaboration Efforts**

* **Discussed web-based meetings.**

**V. Open Floor**

**VI. Next Meetings**

**a. Tuesday November 20th?**

**b. October 30th Program at Forest Home Cemetery**

**c. November 29th Program on Genealogy and Records with Lee Grady**

**VII. Adjournment**