ARMA-MILWAUKEE CHAPTER BOARD
Meeting Minutes
January 20, 2022

Meeting Format: In Person and Video Conference

Attendance: Mike Kaye, Shirley Derrick, Emily Herda, Lisa Glick, James Rudy, Rick Gureski, Alec Kopitzke, Maggie Turner, Brian McCann and Liz Vera

Call to Order: The meeting was called to order at 2:04 by Mike Kaye

Membership: 54 members as of January 20, 2022

I. Approval of December 2022 Meeting Minutes
   • Unanimously approved

II. Committees
   a. Finance (Alec Kopitzke)
      • Alec explained our Chapter’s Finance sheet/budget
      • Alec asked about Blue Jeans
      • Rick paid for this; Alec wants to know if we will pay Rick back from out budget
      • We all agreed that Rick should be reimbursed for Blue Jean payment
      • Rick will provide an invoice for the Blue Jeans charge and reimbursement

   b. Rick Updates
      • Rick talked about the awards
      • The 2021 awards were awarded
      • Maggie Turner won the 2021 Arlyce J. Vogel Member Achievement award
      • John Spencer won the 2021 Michael T. Coakley Community Service Award
      • WE Energies Corporate Records Team won the 2021 Innovation Award
c. Membership (Rita Krause)
   
i. Membership Report
   
   • Rick spoke on behalf of Rita and informed us that we have 54 Members as of 01/20/2022
   • Rick talked about reaching out to expiring members

d. Programs (Emily Herda)
   
i. Spring Seminar Mania discussion
   
   • Emily told us that some people have responded for participating with other chapters
   • People who participated last year are sending positive feedback
   • Emily asked to please volunteer
   • Lisa, James and Liz volunteered

e. Records (Lisa Glick)
   
   • Lisa informed us that she will meet with Mike and Alec to talk about the finance security on our OneDrive site
   • She talked about signing confidentiality agreements
   • We need to change the password to our OneDrive

f. Communications (Elizabeth Vera)
   
   • Liz informed us that she will be working on the Birthday Cards

g. Website (Maggie Turner, Mike Kaye)
   
   • Maggie uploaded the Newsletter on our site
   • She talked to us about some of the challenges she is having with the site
   • She wants to define Newsletter from Press releases

h. Marketing Materials (Mike Kaye)
   
i. Newsletter
   
   • Mike said he will be working on this

III. ARMA International & Great Lakes Region
   
   • No updates at the moment
IV. Open Floor
- Shirley asked about our Spring Seminar
- Mike answered and explained where we are at this point

V. February 17, 2021 – Board meeting

VI. Adjournment:
With no further business, the meeting was adjourned at 3:11 p.m.

Respectfully Submitted,

Elizabeth Vera
ARMA Milwaukee Chapter Secretary