



**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 our 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