



ARMA-MILWAUKEE BOARD MEETING AGENDA **Meeting Minutes June 16, 2022**

2:00pm-3:00pm

Meeting Format: Virtual

Attendance: Shirley Derrick, Saralee Taibleson, Rick Gureski, Lisa Glick, Alec Kopitzke, Rita Krause, Maggie Turner

Call to Order: The meeting was called to order at 2:03pm by Shirley Derrick

Approval of May 2022 Meeting Minutes

- Motion to table approval of May 19, 2022 Board meeting minutes for edits
- May 19, 2022 Board meeting minutes will be modified and approved at next meeting

Committee Reports

- I. Past President Report (Rick Gureski)
 - a. Past President, Mike Kaye, will transfer President's files to newly elected president, Shirley Derrick
 - b. John Spencer received the Michael T Coakley award, Saralee Taibleson and Elizabeth Vera received the Dr. Good scholarship Award
- II. Nominating Committee/ Election Results (Richard Gureski/Elizabeth Vera)
 - a. 2022-2023 Election is complete
 - b. Alec Kopitzke will continue serving the finance committee as Member at Large
- III. Communications & Marketing (Elizabeth Vera & Alanna Lloyd)
 - a. Liz and Alanna are not in attendance
 - b. Signage Update – no update
- IV. Finance (Alec Kopitzke)
 - a. ARMA International escrow reports will be filed with chapter finance documents
- V. Programs (Emily Herda)
 - a. Program Summit spreadsheet has been emailed to all chapters. Lisa Glick will assist Rick Gureski with consolidating chapter email responses
 - b. Spring Seminar Mania prizes have been distributed for individual sessions. Trivia Games prizes still need to be distributed
 - c. Contacting speakers for Spring Seminar 2023 sessions
 - d. Year-end review

- i. Spring Seminar Mania II 2022 was a great success
 - ii. Virtual platform continued to be a welcomed option for program participants
- VI. Industry Groups (Saralee Taibleson)
 - a. Downtown Records group meeting is in the works
- VII. Strategic Vendor Relations (Brian McCann)
 - a. Brian not in attendance
- VIII. Membership (Rita Krause)
 - a. Membership Report - 49 Members
 - b. Current Membership chair will cross-train incoming committee chair
- IX. Chapter Historian (Lisa Glick)
 - a. No change in record status
 - b. Chapter Financials, Bylaws, and vital records should be securely stored on OneDrive
 - c. Physical artifacts box contains pictures, physical record book and needs to be updated periodically
 - d. Key to mailbox
- X. Website (Maggie Turner)
 - a. Award photos have been updated to the website
 - b. Get past award winner names from Rick
 - c. Some items are in a template and cannot be easily modified / moved
 - d. Move current events to past events section
- XI. ARMA International / Great Lakes Region Update
 - a. Emily Herda and Maggie Turner will attend the ARMA Region Leadership Conference July 10-13, 2022, Omaha, Nebraska

Open Floor

- Ask members to contribute articles to Chapter Newsletter
- Enhance website with more videos and interactive content
- Enhance newsletter with short videos from Board Members
- Board will meet in August and September to work on Fiscal Year Budget planning for 2022-2023.
- No chapter events in July, August. Resume chapter meetings / events in September
- Schedule knowledge transfer meeting for incoming and outgoing Board members

Upcoming Meetings

- July 21, 2022
- Board Meeting will be the third Thursday of the month for 2022/2023
- Board members will vote on Board meeting start time

Adjournment: Meeting was adjourned at 2:40 PM