

**ARMA-MILWAUKEE CHAPTER BOARD
Meeting Minutes**

January 21, 2021

Meeting Format: Video Conference/Teleconference

Attendance: Mike Kaye, Richard Gureski, Shirley Derrick, Emily Herda, James Rudy, Maggie Turner, Brian McCann and Elizabeth Vera (Liz)

Call to Order: The meeting was called to order at 2:08 by Mike Kaye

Membership: 61 members as of January 21, 2021

I. Approval of November 2020 Meeting Minutes

- Unanimously approved

II. Committees

a. Finance (Alec Kopitzke)

- i. Budget
 - Mike spoke on behalf of Alec
 - Alec sent Mike updates for our meeting
 - At the moment everything is the same

b. Membership (Rita Krause)

i. Membership Report

- No updates at the time

c. Programs (Emily Herda)

i. Programs Update

- Emily spoke of our last meeting with John Spencer
- We all talked about how great this meeting was
- Emily sent Mike and Rick the recording of this meeting
- Next speaker for our meeting will be Deborah Robbins for the month of February

d. Records (Lisa Glick)

- Mike spoke on behalf of Lisa
- Lisa and Mike were discussing where do we want to keep our records, videos, etc.

e. Industry Groups

- No updates

f. CRA/CRM Study Group (Rick Gureski)

- Rick updated us on the great results from our CRA study group
- 3 People have obtained their CRA Certificate
- 13 Tests have been passed
- The study group is currently refreshing studies for tests 2,3 and 4 starting January 27th
- The group will start test 5 studies in February
- The CRA/CRM study group now has 27 members from different states and from Canada

g. Strategic Vendor Relations (Brian McCann)

- No updates

h. Communications (Elizabeth Vera)

- Liz told us she posted the Luminary Award Certificate on our Facebook page
- She will be working on the other awards to follow

i. Website (Maggie Turner, Mike Kaye)

- Maggie updated some fields in the site
- Added links for YouTube videos of our meetings
- Maggie asked if anyone had any ideas to improve our site to please let her know
- Emily informed us that she changed some fields registration
- Emily and Maggie will get together to discuss other items from the site

ii. Marketing Materials (Mike Kaye)

- No updates
- Mike did ask if anyone had any Marketing ideas to please let him know

j. Awards

- Rick talked about the awards
- We will be announcing the 2021 Awards and Nominations
- We will be sending out the Physical Awards Soon
- We talked about how to determine the criteria for the Dr. Goodman Tuition Scholarship, \$100 for candidates taking their CRA/CRM tests
- We will be giving out the ARMA Anniversary Pin, courtesy of CH Coakley

i. ARMA Birthday cards

- For the Birthday Cards we are going to do a New Year Appreciation card to catch up, and then continue with the regular cards

III. ARMA International

- No update at the moment

IV. Open Floor

- No further business to discuss

V. Next Board Meeting- February 18, 2021

VI. Adjournment: With no further business, the meeting was adjourned at 2:52

Respectfully Submitted,

Elizabeth Vera
ARMA Milwaukee Chapter Secretary

ARMA-MILWAUKEE CHAPTER BOARD

Meeting Minutes

February 19, 2020

Meeting Format: In-person and conference call

Location: Godfrey & Kahn, S.C.-Waukesha Office

Attendance: Rick Gureski, Mike Kaye, Emily Herda, Lisa Glick, James Rudy, Alexander Kopitzke (via phone), Brian McCann (via phone), Ryan Tilot (via phone), James Rudy (via phone) and Elizabeth Vera (Liz)

Call to Order: The meeting was called to order at 2:08 by Richard Gureski

Membership: 69 Members as of February 19, 2020

Program:

I. Approval of December 2019 Meeting Minutes

- Minutes for December 19, 2019 approved unanimously
- No Minutes for January, meeting canceled

II. Review of 2019-2020 Goals

- We reviewed our goals for 2019-2020 (Mike Kaye read these)

III. Committee Reports

a. Finance (Alec Kopitzke)

- Alec updated us on membership dues, chapter dues, we are in good financial state

i. Mid-Year Update

b. Programs (Emily Herda)

- Emily informed us about how well our Winter Series E-meeting did. She talked about our next month's meeting with Anne Mills from NASA. Emily also updated us regarding Spring Seminar and future possible meetings.

i. Spring Seminar Update

- We briefly discussed our Spring Seminar which is set for April

b. Industry Groups (Mike Kaye)

- Meeting planned to focus on Water Utility Sector, one planned in Green Bay, ARMA will co-sponsor

c. Strategic Vendor Relations (Brian McCann)

- Rick spoke on behalf of Brian, he talked about vendor prospect lists for Vendors at our Spring Seminar

d. Communications (Elizabeth Vera)

- Liz informed us on updates on Facebook and we talked about ways to attract more people to our media
- We talked about a new logo that will represent our Chapter and that we can use in all our Social Media

i. Brand Survey Results (Rita Krause)

- Rick spoke on behalf of Rita and discussed the results of our survey. We had a positive feedback and a total of 37 responses, 5 gift cards were awarded.

ii. Discuss Marketing Strategy

- We talked about several options including a starting a “Blog” which Mike Kaye kindly volunteered.

iii. Discuss Marketing Plan

- We discussed what actions we can take and several suggestions were presented. We talked about changing our logo and its colors. This is something we need to do for marketing and identification of our Chapter.

e. Awards/Member of the Year (Rick Gureski)

- Rick talked about awards for our outstanding members and some of the categories we should consider and asked for suggestions. Some of the ones mentioned were the Achievement Award and Innovation Award.

i. Happy ARMA Birthday Card Update

- Mike Kaye informed us he is all caught up with the ARMA Birthday Cards

f. Membership (Rita Krause)

- Rick updated us on behalf of Rita; 69 members and we are reaching out to members that need to renew and possible new members

i. Membership Report - 69 Members

h. Records (Lisa Glick)

- Lisa talked about some internal moves she performed on our site. Documenting changes, records and videos

i. CRA/CRM Study Group (Rick Gureski)

- Rick heard back from the ICRM and they assigned someone for our study group. No name has been provided yet, Rick will keep in contact for additional information

III. ARMA International/Great Lakes Region Update

- We have not heard back on the Leadership Certification

IV. Open Floor

- No further discussions

VI. Next Meetings

a. March 12, 2020 – Anne Mills, NASA Meeting

b. March 19, 2020 - Board Meeting at Godfrey &Kahn, S.C.-Waukesha Office

c. April 14, 2020 - Board Meeting at Godfrey &Kahn, S.C.-Waukesha Office

d. May 13, 2020 – Board Meeting at Godfrey &Kahn, S.C.-Waukesha Office

e. May 2020 – Spring Seminar

f. June 18, 2020 – Board Meeting at Godfrey &Kahn, S.C.-Waukesha Office

VIII. Adjournment

- Meeting adjourned at 4:01

Respectfully Submitted,
Elizabeth Vera
ARMA Milwaukee Chapter Secretary

ARMA-MILWAUKEE CHAPTER BOARD

Meeting Minutes

March 19, 2020

Meeting Format: Teleconference

Attendance: Rick Gureski, Mike Kaye, Emily Herda, Lisa Glick, Alexander Kopitzke, Ryan Tilot, Jacquelin Blackhawk, Rita Krause, James Rudy and Elizabeth Vera (Liz)

Call to Order: The meeting was called to order at 2:05 by Richard Gureski

Membership: 72 Members as of March 19, 2020

Program:

- I. Approval of February 2019 Meeting Minutes
 - Minutes for February 19, 2020 unanimously approved
- II. Review of 2019-2020 Goals
 - Rick reviewed and talked about our goals
- III. Committee Reports
 - a. Finance (Alec Kopitzke)
 - Alec had no updates at the time, our March event had a great turn out (Alec is working on this). He has not received a PayPal card yet.
 - b. Records (Lisa Glick)
 - Lisa had no new information, there has been no changes
 - c. Programs (Emily Herda)
 - Emily informed us she was invited the Great Lakes Education Program's next meeting.
 - Emily talked about an April meeting, we currently don't have anything planned but she thought it may be a good time to have an online meeting with everything going on. She asked for any suggestions we had for topics and/or speakers for this online meeting.

i. Spring Seminar Update

- Emily sent out a list of current speakers for the Spring Seminar and (at the time) we hope to be doing the Seminar in person. She said we were able to get confirmation from the Radisson with no money down if things change.

d. Industry Groups (Mike Kaye)

- No new updates

e. Strategic Vendor Relations (Brian McCann)

- Rick updated us on behalf of Brian. They (Rick, Brian and Mike) have created a Word Document for different businesses. Formally started a strategic list for companies to try to reach out to. Rick asked if anyone has a company to please let him or Mike Kaye know.

f. Communications (Elizabeth Vera)

- Liz informed us that she posted pictures from our last meeting (Mars Needs Records Managers Too), she also suggested everyone to go visit our page and like it.

i. Marketing Strategy/Plan

- Rick discussed our goal to create and market what we want ARMA Milwaukee to be
- Documented
- Plan marketing essential
- Our marketing plan should connect directly
- Social media should be present

ii. Logo

- We looked at other logos and all talked about ideas on
- Incorporating our Past, Future and even year we were established
- We also discussed what we would like and did not like from some examples we reviewed
- We talked about ARMA Milwaukee History as a possible part of our logo
- More colors
- Adding phrases and or words that describe what we do and what we are
- We talked about how much it might cost us to accomplish this

g. Awards/Member of the Year (Rick Gureski)

- Rick talked about what the Awards Committee has been working on
- Paul Fisher committed to participate in the Awards Committee Selection
- We need two additional identities to commit for integrity of the awards, we are reaching out to ARMA Madison and or someone else
- Rick discussed the Awards descriptions and talked about ways to include different organizations on this
- Rick also talked about the pins for different year recognition

h. Membership (Rita Krause)

i. Membership Report - 72 Members

- Rita informed us that we now have a total of 72 members in our Chapter, she talked about the promotional memberships
- 3 new memberships for insurance, legal and college
- Mike Kaye suggested having an ARMA booth in different meetings

i. CRA/CRM Study Group (Rick Gureski)

- Rick reached out to the ICRM but has not heard back from anyone. He is waiting for a response

IV. ARMA International/Great Lakes Region Update

- Rick received information regarding the Leadership Certificate, he sent everyone an email with the link to register

V. Open Floor

- April is RIM month any ideas on what we can do
- We briefly talked about April Rim Month)
- Any ideas for anything we can do for this month
- Pod Casts from different Chapters

VI. Next Meetings

- a. April 14, 2020 - Board Meeting (Conference call)
- b. May 13, 2020 – Board Meeting (To be Determined)
- c. May 20, 2020 – Spring Seminar (To be Determined)
- d. June 18, 2020 – Board Meeting (To be Determined)

VII. Adjournment

- Meeting adjourned at 3:45

Respectfully Submitted by,
Elizabeth Vera
ARMA Milwaukee Chapter Secretary

ARMA-MILWAUKEE CHAPTER BOARD

Meeting Minutes

April 14, 2020

Meeting Format: Teleconference

Attendance: Rick Gureski, Mike Kaye, Emily Herda, Lisa Glick, Ryan Tilot, Rita Krause, James Rudy and Elizabeth Vera (Liz)

Call to Order: The meeting was called to order at 2:03 by Richard Gureski

Membership: 70 Members as of April 14, 2020

- I. Approval of March 2020 Meeting Minutes
 - Unanimously approved

- II. Review of 2019-2020 Goals
 - Rick discussed and talked about our goals
 - How far we are of what we established
 - We have accomplished a lot

- III. Committee Reports
 - a. Finance (Alec Kopitzke)
 - Rick spoke on behalf of Alec
 - Nothing new to report
 - We are doing good/Best shape in years!

 - b. Membership (Rita Krause)
 - We are currently at 70 members
 - We lost two member (retirement and insurance company)
 - Rita will work with Rick on prospect list for future members

- c. Records (Lisa Glick)
 - Lisa had no new updates

- d. Programs (Emily Herda)
 - We would like to have a April meeting for RIM month
 - If anyone has any ideas for future presentations, presenters and or programs please let Emily know

- i. Spring Seminar Update
 - Emily informed us about the topics for our Spring Seminar
 - There will be 5 topics in 5 days
 - The seminar might be cost free
 - Once we obtain all the information we will start advertising
 - We discussed how we would like to advertise to different Chapters to bring us together as Organization, especially in difficult times like these

- e. Industry Groups (Mike Kaye)
 - Mike talked about his experience attending the Legal Group “Conflicts and Best Practices” online format sponsored by Godfrey & Kahn on April 2. He suggested mimicking the format and templates
 - Mike and Rick working on local WI contacts to provide people in our area

- f. Strategic Vendor Relations (Brian McCann)
 - Rick spoke on behalf of Brian
 - Nothing new to update
 - A few names/vendors added to our Chapters list

- g. Communications (Elizabeth Vera)
 - Liz posted our Awards nominations on our Facebook page
 - Reposted the ARMA Madison’s Facebook post (Proclamation from Governor Evers who has declared April Records and Information Management Month)
 - Tried to set up an Instagram ARMA Milwaukee page but was not able to, apparently there is an account set up for armamilwaukee@yahoo.com
 - Email Maggie Turner and or Pam Bartoli to ask if they have any knowledge or information regarding this

h. Website

- Rick is going to inquire regarding our website with the vendor that worked on our Logo
- Rick asked us for ideas aimed at marketing and marketing material
- Business Cards were suggested
- Automated Registrations was also suggested

ii. Marketing Materials

- We talked about our new Logo
- Everyone is really excited with our Logo
- Our Logo is at its final stage and hopefully we can unveil soon

i. Awards/Member of the Year (Rick Gureski)

- We announced the Awards on our Social Media platforms
- Madison agreed to participate in the awards panel
- Someone replied back to our Awards email and suggested Dr. David Goodman scholarship or some kind of recognition
- We will find out more information regarding the above

j. CRA/CRM Study Group (Rick Gureski)

- Rick contacted two individuals that might help us with the CRA/CRM they said they would get back but he has not heard back from them
- Rick is waiting for someone to contact him for our study group

k. Nominating Committee (Rick Gureski)

- This is for our upcoming Board Elections for the term of July 2020 to June 2021
- We discussed the possibility of changing the previous Nominations document/procedure, to delete, add or leave as last year

- i. Board Positions
 - We unanimously agreed to keep the same as last year
 - The process and nominee committee will remain the same
 - Rick asked if anyone had or knew good candidates for our board to let him know

- ii. Nomination/Election Schedule
 - Adapted for 3 weeks nomination and 3 weeks election
 - Out target dates are: nomination period starting Friday, April 17 and ending Friday, May 1; election period starting Friday, May 1 ending Friday, May 15
 - Election committee will consist of Liz and we will ask Shirley if she want to participate per last year

- IV. ARMA International/Great Lakes Region Update
 - The multi chapter meeting was a success
 - Mike reached out to Colorado they will take part on our next meeting
 - Program Summits were discussed

- V. Open Floor
 - Rick talked about doing a Podcast with different Chapters
 - Mike will be working on our blog
 - Rick will work on our Newsletter

- VI. Next Meetings
 - a. May 13, 2020 – Board Meeting
 - b. May 18-22, 2020 – Spring Seminar Week
 - c. June 18, 2020 – Board Meeting

VII. Adjournment

Adjournment: With no further business, the meeting was adjourned at 3:29 p.m.

Respectfully Submitted,
Elizabeth Vera
ARMA Milwaukee Chapter Secretary

ARMA-MILWAUKEE CHAPTER BOARD

Meeting Minutes

May 13, 2020

Meeting Format: Teleconference

Attendance: Rick Gureski, Mike Kaye, Emily Herda, Lisa Glick, James Rudy, Alec Kopitzke, Shirley Derrick and Elizabeth Vera (Liz)

Call to Order: The meeting was called to order at 2:04 by Richard Gureski

Membership: 70 Members as of May 13, 2020

- I. Approval of April 2020 Meeting Minutes
 - Unanimously approved

- II. Review of 2019-2020 Goals
 - a. Rick talked about:
 - Our goals and all the great accomplishments for this year
 - Chapter marketing
 - Programs
 - Established Logo (New Logo)
 - Membership increase
 - Communications
 - Strategic Partnership
 - Awards

- III. Committee Reports
 - b. Finance (Alec Kopitzke)
 - We are revenue neutral

 - c. Nominating Committee (Elizabeth Vera and Shirley Derrick)
 - Shirley and Elizabeth informed us that we had some nominations and now that process is over
 - We are now in our election process, the ballots went out on Tuesday, May 2nd
 - About 11% of our members have voted 18 out of 70
 - The election deadline is June 2nd

d. Membership (Rita Krause)

- Rick spoke on behalf of Rita
- We have 70 members as of today

i. Membership Report – 70 Members

- a) We talked about honorary memberships for our retired members

e. Records (Lisa Glick)

- Lisa had no updates
- Suggested having Zoom meetings
- Mike Kaye uploaded the Minute Meetings in One Drive

f. Programs (Emily Herda), Spring Seminar Update

- Emily talked about our Spring Seminar, dates, times
- The Seminar will be free
- About 40 people have signed up for the Seminar
- Seminar will be all week for an hour on-line

ii. June 11 Programs Summit (Rick Gureski)

- 18 chapters share program information
- People from all chapters take the microphone and speak
- Great exchange of experiences and information
- Emily talked about program summit and how great it was

iii. June 24 Meeting with ARMA Nebraska

- Emily joined Tom Schulte in meeting on the topic of “Effective Communication for the Introverted Records Manager” in collaboration with the ARMA Nebraska Chapter

g. Industry Groups (Mike Kaye)

- Nothing new due to the Covid-19 situation
- Mike is trying to reach out to new and potential prospective industries

h. Strategic Vendor Relations (Brian McCann)

- Rick spoke in behalf of Brian
- Nothing new to report
- We are waiting to get a chance to set a web-page for strategic display

i. Communications (Elizabeth Vera)

- Liz informed us she updated our Facebook page with our new Logo

j. Website

- Rick talked about our new Logo on our ARMA Milwaukee Website

ii. Marketing Materials

- We talked about getting some signage for meetings

i. Awards/Member of the Year (Rick Gureski)

- Rick talked about the nominations, we are now accepting nominations for our Awards
- Ida Welch Award and Presidents Award
- Rick asked for any ideas or suggestions for this Award
- At the moment we did not have any it was suggested to email with any names or ideas

j. CRA/CRM Study Group (Rick Gureski)

- Rick gave everyone the great news about our CRA/CRM study group
- We are meeting Wednesdays with Deborah Robbins
- We have a great group of 10 candidates participating
- Focusing on test 2
- We thanked Rick for organizing this and making it happen

IV. ARMA International/Great Lakes Region Update

- We talked about the joint Rocky Mountain/Great Lakes Region Leadership Conference
- Regional meeting on-line, moved to June (no specific date yet)

a. ARMA International Leadership e-Town Hall on May 21

- We talked about the Town Hall meeting briefly
- Emily, Mike and Shirley will attend

V. Open Floor

- We need to renewed our non-profit status with the IRS
- P.O. Box renews every May (sometime during the month)
- Credit Card need to be attached
- Our Chapter name needs to be corrected by IRS
- Website Logo and changes

VI. Next Meetings

- a. May 18-22, 2020 – Spring Seminar Week
- b. June 11, 2020 – Programs Summit
- c. June 18, 2020 – Board Meeting
- d. June 24, 2020 – Joint Meeting with ARMA Nebraska

VI. **Adjournment:** With no further business, the meeting was adjourned at 3:10 p.m.

Respectfully Submitted,

Elizabeth Vera
ARMA Milwaukee Chapter Secretary

ARMA-MILWAUKEE CHAPTER BOARD
Meeting Minutes
June 18, 2020

Meeting Format: Teleconference

Attendance: Rick Gureski, Mike Kaye, Emily Herda, Lisa Glick, Alec Kopitzke, Rita Krause, Shirley Derrick, Maggie Turner and Elizabeth Vera (Liz)

Call to Order: The meeting was called to order at 2:10 by Richard Gureski

Membership: 70 Members as of June 18, 2020

I. Approval of April 2020 Meeting Minutes

- Unanimously approved

II. Review of 2019-2020 Goals

a. Rick talked about:

- Our goals what we had set and what we accomplished for this year for
- Marketing
- Programs
- Web site logo, established (New Logo)
- Membership increase
- Communications
- Strategic Partnership
- Awards/Recognition

III. Committee Reports

a. Finance (Alec Kopitzke)

- Our budget is neutral
- Still waiting for Pay Pal to update account name information

i. ARMA Education Foundation Donation (Rick Gureski)

- We discussed if we want to continue with this donation
- We voted and unanimously agreed to donate the amount of \$250.00

- ii. Update on Correction of Chapter Name with IRS (Rick Gureski)
 - Paperwork submitted-Pending Action by IRS

- iii. Update on Post Office Box Renewal (Rick Gureski)
 - PO renewed but, paperwork is needed to change owner of box

- iv. Registered Agent (Rick Gureski)
 - Once formal name with IRS is fixed, we will take action to change the registered agent on record.

- b. CRA/CRM Study Group (Rick Gureski)
 - We talked about our study group and how great it is going
 - Two of our group have passed the test

- c. Nominating Committee (Elizabeth Vera and Shirley Derrick)
 - Shirley and Liz spoke about nominations and candidates

- i. 2020-2021 Election Results
 - Shirley and Liz talked about
 - The Board elections and results
 - Votes and participation
 - The election process was smooth

- d. Membership (Rita Krause)
 - Informed us about membership counts still at 70

- i. Membership Report – 70 Members
 - Rita talked about reports
 - She is working on the latest reports of membership
 - How they are organized and broken down

- ii. Update from ARMA Int'l - Honorary Class of Membership (Rick Gureski)
 - Rick asked ARMA International to consider Honorary Classification for previous Presidents
 - He also talked to ARMA International about retired members and how we should honor them with complimentary membership but this was denied because according to ARMA they have a mentoring program

- iii. Member Prospect List (Rick Gureski)
 - Rick asked the Board if anyone knew or had any potential members to please let him or Rita know

- e. Records (Lisa Glick)
 - No new updates or changes
 - We talked about having folders for each committee
 - Mike Kaye and Lisa will work and talk about videos on the site

- f. Programs (Emily Herda)
 - Emily asked for any ideas for topics, speakers and locations for next meetings

- i. Spring Seminar Review
 - Emily talked about people who signed up for the Spring Seminar a total of 70 people
 - Emily asked if we think the Seminar week was better on-line or was it because of the Virus

- ii. June 24 Meeting with ARMA Nebraska
 - Emily spoke about the joint meeting with ARMA Nebraska, "Communication for the Introverted Records Manager"
 - She also talked about new ideas and upcoming plans for 2020-2021 ARMA meetings

- g. Industry Groups (Mike Kaye)
 - Mike said we have not made a lot of connections due to the virus
 - He is trying to get connections start National (large) and then go local
 - Rick asked everyone to share any ideas or possible connections

- h. Downtown Records Group E-Meeting Planned for Summer
 - We are still planning this event

- i. Strategic Vendor Relations (Brian McCann)
 - Rick spoke on behalf of Brian
 - Waiting for Website update to get vendor's page
 - Electronic meetings mention the vendor (sponsors)

- j. Communications (Elizabeth Vera)
 - Nothing new at the moment
 - Liz will add our new 2020-2021 Board Election results

- i. Marketing Materials (Rick Gureski)
 - Signs for Marketing Materials
 - Ideas and emails
 - Rita, Mike, Emily and Maggie will be part of the committee

- ii. Website (Rick Gureski)
 - Rick talked to the person that did our logo
 - We want to have an award page
 - We want to have a marketing page in our Website
 - Rick asked for ideas and how should we approach this
 - We want to have sponsors names and logos on our page
 - We unanimously agreed to spend \$1,500 for our Website

- iii. Press Releases (Rick Gureski)
 - Rick is going to talk to someone he knows that will direct him to get this going
 - We will have this loaded to social media and post

- k. Awards/Member of the Year (Rick Gureski)
 - We have a couple of candidates
 - Rick asked if anyone had any ideas to email him and let him know

- i. Member Pins (Rick Gureski)
 - CH Coakley will sponsor the member pins
 - Rick will purchase the member pins

- I. ARMA International/Great Lakes Region Update
 - No updates at the time

- a. Chapter Highs/Lows Report
 - Rick will share when he obtains this information

- b. Chapter Financial Report
 - No updates at the time

- c. Programs Summit Review
 - No updates at the time

- II. Open Floor
 - No further comments or conversations

- III. Next Meetings
 - a. June 24, 2020 – Joint Meeting with ARMA Nebraska

VII. Adjournment: With no further business, the meeting was adjourned at 4:28 p.m.

Respectfully Submitted,

Elizabeth Vera
ARMA Milwaukee Chapter Secretary

ARMA-MILWAUKEE CHAPTER BOARD
Meeting Minutes
July 30, 2020

Meeting Format: Video Conference/Teleconference

Attendance: Rick Gureski, Mike Kaye, Emily Herda, Lisa Glick, Alec Kopitzke, Rita Krause, Shirley Derrick, James Rudy and Elizabeth Vera (Liz)

Call to Order: The meeting was called to order at 2:07 by our new President, Mike Kaye

Membership: 66 Members as of July 30, 2020

- I. Welcome Back and re-introductions
 - Our 2020-2021 Board Members introduced themselves

- II. Approval of June 2020 Meeting Minutes
 - Minutes were unanimously approved

- III. Review Chapter Bylaws
 - Mike read and briefly reviewed our Chapter's Bylaws

- IV. Goals
 - a. Review of 2019-2020 Goals
 - Mike went through our goals, we decided to continue to work on some of last year's goals.

 - b. Discuss possible 2020-2021 Goals
 - Mike asked if any member of the Board had any goal suggestions to add for this year's goals to let him know and we can discuss and add.

- V. Committees
 - a. Discuss last year's committees
 - Mike went over last year's committees
 - We reviewed and discussed each of them

- i. Which committees would we like to have for 2020-2021?
 - Mike asked for suggestions for new committees if any and if we should remove any of the current ones we have

- b. Finance (Alec Kopitzke)
 - Alec (wrote in our chat section) that he is working on the draft for our 2020-2021 budget
 - Budget approval at the August meeting
 - We are in good shape

- c. CRA/CRM Study Group (Rick Gureski)
 - Rick talked about our great CRM study group
 - We have an excellent mentor, Deborah Robbins
 - The group is from different states
 - We have around 15 people in the study group
 - A great and positive experience

- d. Membership (Rita Krause)
 - i. Membership Report
 - Our membership went down to 66
 - Some members retired
 - We will investigate and reach out to previous members to find out

- e. Programs (Emily Herda)
 - i. Programs Update
 - Emily talked about our going digital in September (possible)
 - She is looking into new platforms for this and asked for any suggestions
 - Rita suggested zoom, blue jeans was also suggested
 - No decision was made at the time

- f. Communications (Elizabeth Vera)
 - Liz posted the election results on our Facebook page
 - Needs updated Bio's for our page

- i. Website (Rick Gureski)
 - Rick talked about how the process of our Website is “on its way right now”
 - Rick and Emily discussed some of the many new features, updates for our site
 - We are all excited and can’t wait to see the final product

- ii. Marketing Materials (Mike Kaye)
 - Mike talked about banners for ARMA Milwaukee (meetings) and asked for suggestions
 - We talked about integrating our banner on our Website
 - Possibility of pamphlets

- VI. ARMA International
 - Rick applied on behalf of our Chapter for the Luminary Award and Standing Awards
 - Will share next Multi-Chapter meeting

- VII. Open Floor
 - Lisa inquired about the Records Historian’s responsibilities that she will be responsible for
 - Rick is working on these and will have something ready for our next meeting
 - Rick talked about the folders on our One Drive and some contents

- VIII. Next Meetings
 - August 20, 2020 (via teleconference)

- IX. Adjournment: With no further business, the meeting was adjourned at 3:13 p.m.

Respectfully Submitted,

Elizabeth Vera
ARMA Milwaukee Chapter Secretary

ARMA-MILWAUKEE CHAPTER BOARD

Meeting Minutes

August 20, 2020

Meeting Format: Video Conference/Teleconference

Attendance: Rick Gureski, Mike Kaye, Emily Herda, Lisa Glick, Alec Kopitzke, Shirley Derrick, James Rudy, Ryan Tilot and Elizabeth Vera (Liz)

Call to Order: The meeting was called to order at 2:05 Mike Kaye

Membership: 67 Members as of August 20, 2020

- I. Approval of July 2020 Meeting Minutes
 - Minutes unanimously approved

- II. Goals
 - Mike discussed our goals and asked if we had any suggestions for new goals
 - We changed, updated and added committee goals

- a. Committee Goals review (suggested goals)
 - Identifying volunteers (for forums)
 - Website continuity process
 - Create resources for CRM studies
 - Welcoming letters
 - Committee descriptions
 - Complete marketing material (media kit)
 - Election committee (we decided Shirley and Liz will work on the upcoming elections)
 - Blog
 - History of our chapter
 - Pay Pal
 - Contingency plan for speakers
 - History of our Chapter
 - Combining agendas
 - Increase Membership
 - Add a member to the finance committee

- III. Committees
 - a. Finance (Alec Kopitzke)
 - i. Discuss and approve budget
 - Alec talked about the budget and the how he is forecasting for this fiscal 2020-2021 fiscal year

- We looked for ways on how we will approach the budget
- Alec will look into this and we will discuss in our next meeting

b. Membership (Rita Krause)

i. Membership Report

- Rita was not able to participate in our meeting
- Rick did inform us that the membership is at 67

c. Records (Lisa Glick)

- Lisa did not have any new information or updates at the time

d. Programs (Emily Herda)

i. Programs Update

- Emily talked about planning for a couple of meetings in September
- Future meetings are (tentatively) being planned electronically via Web-sites
- Emily asked if anyone had any ideas for topics or speakers to please let her know

e. CRA/CRM Study Group (Rick Gureski)

- Rick talked about how great the CRM study group is going
- Nominating Deborah Robbins (CRM Mentor) for the Alan Andolsen "Mentor of the Year" Award Nomination
- How we have a big group of participants in the study group
- The study group is from different cities not only Milwaukee

f. Strategic Vendor Relations (Brian McCann)

- No updates at this time

g. Communications (Elizabeth Vera)

- Liz is waiting for Board Members Bios to update in Facebook Page

h. Website (Emily Herda)

- Emily talked about all the great and exiting features our Website will have
- She showed our Board Members how the Web-site is coming along
- Pages and contents
- We all agreed that the Web-site is great improvement of what we have and that it is going to be a great addition to our Chapter

- ii. Marketing Materials (Mike Kaye)
 - Mike talked about some marketing ideas for our chapter
 - He asked our Board if anyone had any suggestions to please let him know
 - Marketing Committee will get together this week to discuss further details on this

- iii. Wired-In podcast (RickGureski)
 - We talked about the great podcast Rick participated in “Wired In” with host, Maria Martinez-Carey
 - The podcast/interview reviewed and talked about the CRA/CRM Study Group, interesting and fun facts
 - This is the link for this specific podcast: <https://www.altf0.com/podcasts/rick-gureski-podcast-host-of-the-records-guy-past-president-of-arma-milwaukee>

- IV. ARMA International
 - Rick talked about applying for the “ Luminary Award” and the “Standing Ovation Award”

- V. Open Floor
 - We talked about our Website, how great things are going and all the new features
 - Emily showed the group some of the main pages that are being worked on
 - We talked about some of the updates and new features that will be included

- VI. Next Meetings

- VII. September 17th, 2020– Board meeting

- VIII. Adjournment: With no further business, the meeting was adjourned at 3:39 p.m.

Respectfully Submitted,

Elizabeth Vera
ARMA Milwaukee Chapter Secretary

ARMA MILWAUKEE MINUTES 09-17-2020

Meeting was called to order at 2:06 PM CST

Alec moved to approve September 2020 meeting minutes

Lisa second approval of September 2020 meeting minutes

Treasurer Report - Alec

- Rick submitted some extra line items for the budget
- Budget to be finalized / approved once all committee goals are finalized

Membership Committee

- 64 members
- Net total is down 2 members
- ARMA international provides membership report (aka 99 report)
- There is typically a 30 day lag time between membership activity and report details
- Jamie Armstrong did not renew
- Julia Miller did not renew

Programs Committee - Emily

- John Spencer on Tuesday 9/22/2020
 - Updated presentation and has a podcast
 - 48 people signed up for John Spencer
 - Presentation will be recorded
- Rick has been working to secure the following guest speakers
 - Deborah Robbins - CRM Guru
 - Tracy Newman - documentary on city of milwaukee
 - Andrew Yassi - presentations
- Winter Series will be included on the schedule
 - Buy 2 get 1 free
- Registration portal will be included on website
- Emily gave a "shout out" to Rita for covering registrations while Emily was on vacation
- ARMA MKE is getting recognized more and more as we promote free and low cost events - and being inclusive
 - Amy Cooper-Carry - Marquette Information Manager contacted us
 - Michigan State government organization contacted us

Industry Groups

- Ryan and his wife - had a baby boy
- Ryan is hoping to lead an industry group on eDiscovery

CRA/CRM Study Group

- Congratulations to RICK for CRA!!!
- Canada / Toronto - member joining the study group.
- The study group approach is taking notice and iCRM is looking to replicate the CRA/CRM
- What is the plan after this group is finished - Deborah will not be

Strategic Vendor Relations - Brian

- Call for sponsorships
- Mike / Brian meeting scheduled for Wednesday, Sept 23 at 9 AM CST

Records Committee - Lisa

- Have additional records storage due to WordPress upgrade to business account
- Inquire to see if WordPress has a records management module (like registration)
- Lisa / Mike meeting scheduled for Friday Sept 25, 2020 at 11 AM CST

Secretary / Communications

- Liz has happy birthday / anniversary cards
- Liz is waiting until the website is published to update board member biographies
- Anniversary cards will be mailed 30 to 45 days before anniversaries
- Liz will set up calendar reminders for anniversary cards

Marketing materials

- Rita, Shirley and Mike will work on the mission statement
- May include mission statement on banner

Website

- Website Designers: Anna Lou and husband - from the Philippines
- New website to be published on Monday / Tuesday next week (9/22/2020)
- The blue wisconsin in the logo getting lost in the blue banner on the website - can we modify either the logo blue or the banner blue?
- Upgraded our WordPress account to business account
- Total cost of website design and WordPress = \$1500
- Upgrade will allow us to streamline registration
- Maggie will be helping the Secretary update website content more frequently
- Anna Lou will provide procedures on how to manage the website on-goingly
- \$750 - final payment upon delivery

ARMA International - Rick

- ARMA MKE has been nominated for the Luminary award
- ARMA MKE has been nominated for the Standing ovation award
- ARMA International awards are published in the ARMA Newsletter the month preceding the international conference month

- Amber Roberts - Nebraska Chapter - is creating a new group to focus on increasing membership
- Multi-chapter group is sharing lots of information / lots of collaboration
- MKE will host a multi-chapter meeting and share how we have improved our membership and website updates

New Business

- Emily asked Anna Lou for her marketing packet for colors / pallet she used
- Rick - awards - Goodman Scholarship - Dr. Goodman helped create the CRM certification and the iCRM organization. Help people achieve the CRM certification
- Next Board meeting is October 15, 2020

Lisa moved to adjourn

Shirley second to adjourn the meeting

Meeting adjourned at 3:05 PM

ARMA-MILWAUKEE CHAPTER BOARD
Meeting Minutes
November 19, 2020

Meeting Format: Video Conference/Teleconference

Attendance: Mike Kaye, Richard Gureski, Shirley Derrick, Emily Herda, James Rudy, Alex Kopitzke, Maggie Turner, Rita Krause and Elizabeth Vera (Liz)

Call to Order: The meeting was called to order at 2:10 by Mike Kaye

Membership: 63 Members as of November 19, 2020

I. Approval of September 2020 Meeting Minutes

- Pending for Next meeting

II. Goals

- a. Committee Goals
 - We discussed our goals by committee and voted to approve or disapprove
- i. Approve goals
 - We approved the discussed goals with minor changes

III. Committees

- a. Finance (Alec Kopitzke)
 - i. Discuss budget
 - Alec talked about our budget
 - No updates, at the moment
 - We had already established our goals for the budget
 - Alec will revise and finalize the budget
 - We will vote to approve the budget via email
- b. Membership (Rita Krause)
 - i. Membership Report
 - Rita informed us that our current membership is 63
 - Rita emailed a couple of past due members, but the membership has not changed

c. Programs (Emily Herda)

i. Programs Update

- Emily informed us of all that has been going on with Programs
- Our speakers have had to cancel, and our back-up speaker has not been available
- She talked about our Winter series seminars for the months of December, January and February
- We briefly talked about the Spring Seminar

d. Industry Groups

- Mike Kaye had no updates at this time

i. eDiscovery (Ryan Tilot)

- No update

e. CRA/CRM Study Group (Rick Gureski)

- Rick talked about the CRA/CRM study group
- It is going great, a lot of members have passed their tests
- New members from different states
- Our mentor, Deborah Robbins has been nominated for the Alan Andolsen “Mentor of the Year” Award

f. Strategic Vendor Relations (Brian McCann)

- Mike Kaye spoke on behalf of Brian
- He said that Brian has a lot of great ideas that ties back to our website

i. Free meetings could bring us more

- We talked about this in our Programs Section

g. Records (Lisa Glick)

- Mike spoke on behalf of Lisa
- He said they discussed records and updates that Lisa will be implementing

h. Awards

- Rick talked about the Luminary Award our Milwaukee Chapter obtained for the second year
- All our Board Members were happy for this award

- i. Communications (Elizabeth Vera)
 - Liz needs biographies for new Board members to update our Facebook page
 - Post new changes to our ARMA Milwaukee page

- j. Website (Emily Herda)
 - Emily, Mike and Maggie talked about our website
 - We need to add contents
 - Need to update biographies

- ii. Marketing Materials (Mike Kaye)
 - Mike informed us he is working on banners
 - Rita talked about ARMA Nebraska meeting providing ideas for marketing materials

IV. ARMA International

- Mike informed us there are no updates at the moment

V. Open Floor

- No further discussion

VI. Dec 17th, 2020: Next Board meeting

- Mike will schedule recurring meeting for the third week of the month

- I. VII. Adjournment: With no further business, the meeting was adjourned at 2:54 p.m.

Respectfully Submitted,

Elizabeth Vera
ARMA Milwaukee Chapter Secretary

ARMA-MILWAUKEE CHAPTER BOARD
Meeting Minutes

December 17, 2020

Meeting Format: Video Conference/Teleconference

Attendance: Mike Kaye, Richard Gureski, Shirley Derrick, Emily Herda, James Rudy, Alex Kopitzke, Maggie Turner, Rita Krause, Lisa Glick and Elizabeth Vera (Liz)

Call to Order: The meeting was called to order at 2:05 by Mike Kaye

Membership: 61 members as of December 17, 2020

I. Approval of November 2020 Meeting Minutes

- Approved unanimously

II. Committees

a. Finance (Alec Kopitzke)

i. Budget

- Unanimously passed, approved
- Alec discussed our budget, revenues and expenses

b. Membership (Rita Krause)

i. Membership Report

- Rita updated us on our Membership status
- Our Membership is 61 at the moment
- She emailed a possible membership renewal and is awaiting response
- Rita will send spreadsheet with membership counts

c. Programs (Emily Herda)

i. Programs Update

- Emily talked about our last Winter Series Meeting
- She sent out the Meeting information
- Emily spoke about our next meeting part II: "No reflection, no growth", on January 2nd
- She also talked about future meetings and asked to let her know if anyone had ideas for future events

d. Industry Groups

i. eDiscovery (Ryan Tilot)

- No updates at the moment

e. CRA/CRM Study Group (Rick Gureski)

- Rick informed us the CRM study group is going great
- Over a dozen tests have been passed by the group
- Study group is on break until January
- When group gets back, they are going to start reviewing parts 2-4

f. Strategic Vendor Relations (Brian McCann)

- No updates at the moment

g. Records (Lisa Glick)

- Lisa talked about how long we should keep information in the system
- Lisa will meet with Mike Kaye to discuss this

h. Communications (Elizabeth Vera)

- Liz is working on posting the award on our Facebook page
- Liz needs last years Luminary Award to post both this and last years on our page
- Mike will send this to Liz

i. Website (Emily Herda, Maggie Turner, Mike Kaye)

- Mike talked about how well our Website is going
- Emily informed us that the Website team will meet on Friday at 1:00
- Mike talked about the system he tested and some issues
- Maggie spoke about Work Press and some issues they need to talk with Ana Lou

ii. Marketing Materials (Mike Kaye)

- No updates at the moment

i. Awards

- Rick talked about awards
- Rita spoke about how important these awards are and the deserving recognition that to the recipients
- The Innovation Award was awarded to New Waters (we congratulated Rita part of the New Water team)
- The Michael Coakley Community Award was awarded to Laurie Fischer, CRM, CIPM
- The Arlyce J. Vogel Award was awarded to Deborah Robbins, CRM, CIP
- “Rick said we will be resurrecting the Dr. Goodman Scholarship in 2021 with the intent of providing scholarships to candidates that are pursuing the ICRM’s Certified Records Analyst (CRA) and Certified Records Manager (CRM) certifications”
- We also talked about physically providing the awards, certificates, pins etc. to all recipients

III. ARMA International

- No updates at the moment

IV. Open Floor

- No further discussion

V. Next Board meeting- January 21,2021

VI. Adjournment: With no further business, the meeting was adjourned at 2:47 p.m.

Respectfully Submitted,

Elizabeth Vera
ARMA Milwaukee Chapter Secretary