

**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 18, 2021**

**Meeting Format: Video Conference/Teleconference**

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

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

**Membership:** 58 members as of February 18, 2021

- I. Approval of January 2020 Meeting Minutes
  - Approved unanimously
  
- II. Committees
  - a. Finance (Alec Kopitzke)
    - No expenses
    - Only income is ARMA International Renewals
  
  - i. Budget
  
  - b. Membership (Rita Krause)
    - 58 Members
  
  - i. Membership Report
  
  - c. Programs (Emily Herda)
    - i. Programs Update
      - Emily talked about our upcoming meeting with Deborah Robbins
      - She and Rick also talked about “Meeting Mania” idea (All chapter’s band together for meetings)
      - Emily talked about the possibility of having a meeting with Disney’s Records Manger

d. Records (Lisa Glick)

- Lisa informed us that she has been working with Mike on the site
- Lisa is gathering; records inventory list, repositories, space and organizing what we have in the site

e. Industry Groups

f. CRA/CRM Study Group (Rick Gureski)

- Rick talked about the CRA/CRM group
- He informed us that the study group has grown and now consists of 30 people
- The study group has students or mentees from different cities in the United States and from Canada
- We are will be test 5

g. Strategic Vendor Relations (Brian McCann)

- Brian talked about a colleague of him that can talk to Mike and walk him through the process (Carolyn and share her knowledge)
- Brian talked about the banner and he will get together with Mike and John Newman to work on this
- 

h. Communications (Elizabeth Vera)

- No updates at the moment

i. Website (Maggie Turner, Mike Kaye)

- Maggie updated the Job list on the Website
- We talked about posting videos on our site
- She asked about the ARMA Retention Schedule

ii. Marketing Materials (Mike Kaye)

- No updates

j. Awards

- Rick sent out all certificates
- Next, we need pictures with certificates
- Rick talked about the Dr. Goodman Scholarship for people perusing their CRA/CRM Certificates

- III. ARMA International
- No updates at the moment

- IV. Open Floor
- No further discussion

- V. March 18th, 2021– Board meeting

VI. Adjournment: With no further business, the meeting was adjourned at 3:00 p.m.

Respectfully Submitted,

Elizabeth Vera  
ARMA Milwaukee Chapter Secretary

**ARMA-MILWAUKEE CHAPTER BOARD**  
**Meeting Minutes**

**March 25, 2021**

**Meeting Format: Video Conference/Teleconference**

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

**Call to Order:** The meeting was called to order at 3:06 by Mike Kaye

**Membership:** 58 members as of March 25, 2021

- I. Approval of February 2021 Meeting Minutes
  - Approved unanimously
- II. Committees
  - a. Finance (Alec Kopitzke)
    - i. Budget
      - Mike talked to Alec and he said he will be sending the Budget report
  - b. Membership (Rita Krause)
    - i. Membership Report
      - Rita talked about our membership
      - We are still at 58 members
      - Rita did a comparison report for this and last year's membership and informed us on this topic
      - Mike and Rita looked at the list of members that have dropped out of ARMA to see who we can bring back
      - Mike will call some of these members to try to bring them back

c. Programs (Emily Herda)

i. Programs Update

- Emily and Rick talked about the “Spring Seminar-Mania”
- This will be 12 chapters working together
- Two “6 packs”, 6 in April and 6 in May
- Emily talked and showed us about the next “Spring Seminar-Mania” concept
- Emily meets every Friday with the chapters to discuss and plan this event
- We will have great prizes
- Emily is following up with the possible next speaker Laurie Carpenter

d. Records (Lisa Glick)

- No updates at this time

e. Industry Groups

- No updates at this time

f. CRA/CRM Study Group (Rick Gureski)

- The study group is going great
- The group finished studying test 5
- There will be a refresh for previous tests
- The study group will regroup for next study

g. Strategic Vendor Relations (Brian McCann)

- Mike informed us about this group
- VRC will donate a prize for our Spring Seminar
- We will add VRC’s contacts to our information

h. Communications (Elizabeth Vera)

- No updates at the moment

i. Website (Maggie Turner, Mike Kaye)

- Maggie talked about our Website
- She showed/presented a chart of the most frequented pages in our website
- She updated the Award page
- Maggie will add pictures for events in our site



ii. Marketing Materials (Mike Kaye)

- No updates at this moment

j. Awards

- Rick talked to us about the Awards
- The Goodman's Scholarship (\$300) we will have an announcement
- We will add this to our page
- This will be for a CRA-CRM Candidate
- Nominations for the 2020-2021 Awards will start soon
- Pins for the 5, 10 years and so on, might be sent in with Birthday Cards (not set yet)

k. Nominating Committee (Rick Gureski)

- Rick informed us that Shirley and Liz will work on the Election Committee for 2021-2022 Elections

III. ARMA International

- No new information

IV. Open Floor

- No further discussion

V. April 15th, 2021– Board meeting

VI. Adjournment: With no further business, the meeting was adjourned at 3:00 p.m.

Respectfully Submitted,

Elizabeth Vera  
ARMA Milwaukee Chapter Secretary

**ARMA-MILWAUKEE CHAPTER BOARD  
Meeting Minutes**

**April 15, 2021**

**Meeting Format: Video Conference/Teleconference**

**Attendance: Mike Kaye, Rick Gureski, Lisa Glick, Maggie Turner, James Rudy, Shirley Derrick, Rudy James, Alec Kopitzke**

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

**Membership:** 58 members as of April 15, 2021

- I. Approval of March 2021 Meeting Minutes
  - Minutes unanimously approved
- II. Committees+9
  - a. Finance (Alec Kopitzke)
    - i. Budget
      - Alec informed us that there have been no changes in our budget
      - Our budget/finance is current
    - b. Membership (Rita Krause)
      - i. Membership Report
        - Rita informed us that she is going back to people who are no longer members
        - Mike Kaye will follow-up with previous members
        - Mike and Rita will try to get these members back

c. Programs (Emily Herda)

i. Programs Update

- Emily talked about the “Spring Mania Seminar”
- She informed us that everything is going great
- Everyone is excited with this Seminar
- Emily asked for any ideas for future meetings

d. Records (Lisa Glick)

- Lisa and Mike Kaye will meet and work together on our records

e. Industry Group

- Mike talked to Ryan no updates at the moment

f. CRA/CRM Study Group (Rick Gureski)

- Rick informed us that the CRA/CRM study group is done with test 5 studies
- The class will take a break until May for everyone to catch up
- Rick also informed us that a lot of people are passing tests
- Classes will resume in May

g. Strategic Vendor Relations (Brian McCann)

- Mike Kaye talked about our new Spring Seminar sponsor, VRC
- Mike also informed us some local contacts we have now

h. Communications (Elizabeth Vera)

- Liz posted our Spring Mania Seminar on our Facebook page
- Maggie will work on our Facebook page to only have one main page for our Chapter

i. Website (Maggie Turner, Mike Kaye)

- Maggie has been working on some minor updates on our site

ii. Marketing Materials (Mike Kaye)

- No updates at the moment

j. Awards

- Rick talked about the Dr. David Goodman award
- We are planning to give three \$100 scholarships for CRA/CRM candidates
- Rick drafted an email that he will discuss with us
- Rick has pins that will be sent out to our members

k. Nominating Committee (Rick Gureski)

- Rick informed us that Shirley and Liz will be working on the election committee for this year's Elections

III. ARMA International

- No updates

IV. Open Floor

- No further issues

V. May 20th, 2021– Board meeting

VI. Adjournment: With no further business, the meeting was adjourned at 3:02 p.m.

Respectfully Submitted,

Elizabeth Vera  
ARMA Milwaukee Chapter Secretary

**ARMA-MILWAUKEE CHAPTER BOARD  
Meeting Minutes**

**May 20, 2021**

**Meeting Format: Video Conference/Teleconference**

**Attendance: Mike, Emily, Rick, Rudy, Maggie, Alec, Shirley, Brian and Liz**

**Call to Order:** The meeting was called to order at 2:03 by Mike Kaye

**Membership:** 61 members as of May 20, 2021

I. Approval of April 2021 Meeting Minutes

- Unanimously approved

II. Committees

a. Finance (Alec Kopitzke)

i. Budget

- Alec talked about new membership
- New box annual payment
- Budget is ahead we are doing great
- Marketing material (we have the funds for this)

b. Rick Updates

- Rick told us our ARMA Seminar was a success

c. Membership (Rita Krause)

i. Membership Report

- Mike spoke on behalf of Rita
- Rita sent an email with details
- 61 members as of 05/20/2021
- 3 expired
- We talked about a membership flyer
- Social media templates to attract new members
- Rick brought back a couple of members

#### d. Programs (Emily Herda)

##### i. Programs Update

##### ii. Spring Seminar Mania

- Emily talked about Laurie's presentation and how great it was
- We all agreed
- Emily is already planning and working on next year's programs
- She asked if anyone has any ideas on topics and speakers to let her know
- She also mentioned that we had great sponsors for our event; VRC, TAB Iron Mountain and CH Coakley

#### e. Records (Lisa Glick)

- Mike spoke on behalf of Lisa
- Mike and Lisa have been working on our site and records
- Cleaning our sites data
- Entering past and current meeting minutes
- Mike talked about backing up our videos and then upload them to YouTube (this is still in discussion)
- Mike and Rick talked about recreating the history of ARMA

#### f. Industry Groups

- No updates at the time

#### g. CRA/CRM Study Group (Rick Gureski)

- The study group is taking a break
- Debora will start with test 6 studies in June
- The study group is going great
- Big thanks to Deborah Robins for a great year!

#### h. Strategic Vendor Relations (Brian McCann)

- Brian talked about our vendor's value
- He suggested "why not Vendor's commercials"
- We talked a little about this option did not decide anything at the moment

i. Communications (Elizabeth Vera)

- Liz had no updates, she said did say Maggie worked on our Facebook page
- Maggie showed us the ARMA Facebook page and how she updated the site

j. Website (Maggie Turner, Mike Kaye)

- Maggie showed us the ARMA library video page in our ARMA website

ii. Marketing Materials (Mike Kaye)

- Mike informed us that he will be working with Rita on this
- If anyone wants to join them, they are more than welcomed

i. Awards

- Rick informed us that the Dr. Goodman Scholarships went out
- We will give 3 Scholarships this year
- Timing will be worked for next year's Awards
- Nominations are out for achievement Award
- Pins Mike has and will work with Liz on sending these out
- We want nominations for people (for awards)

III. ARMA International

- No updates at the time

III. Open Floor

- Shirley talked about our ARMA page and email/website choices for our emails
- If anyone want to change their email on our ARMA page, please contact Maggie

V. June 17th, 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

**ARMA-MILWAUKEE CHAPTER BOARD  
Meeting Minutes**

**June 17, 2021**

**Meeting Format: Video Conference/Teleconference**

**Attendance: Mike Kaye, Alec Kopitzke, Emily Herda, Rick Gureski, James Rudy, Rita Krause, Shirley Derick, Maggie Turner and Liz Vera**

**Call to Order:** The meeting was called to order at 3:05 by Mike Kaye

**Membership:** 59 members as of June 17, 2021

- I. Approval of May 2021 Meeting Minutes
  
- II. Committees
  - a. Finance (Alec Kopitzke)
    - i. Budget
      - Alec informed us we are doing good
      - We are ahead of budget
      - Expense door prizes for seminar
      - We are ahead of budget
      - Alec talked about the 990's, Mike, Rick and Alec will meet and talk about this
  
    - b. Rick Updates
      - Rick informed us that he shipped out the prizes from our Spring Mania Seminar
      - Spring Mania Seminar was great
      - Rick is going to talk to Heather to see if we can qualify for the "Standing Ovation Award" with all the participating Chapters that were involved in our Spring Mania Seminar
      - ARMA is going live
      - We are accepting Awards Nominations
  
  - c. Membership (Rita Krause)
    - i. Membership Report
      - Rita sent out membership roster to our Board
      - She informed us that the membership total as of today is of 59 members



d. Programs (Emily Herda)

i. Programs Update

- The “Spring Mania Seminar” was great
- Emily talked about how great the prizes and presenters were this year
- Many ARMA Chapters asked if we would be doing this next year
- Mike, Emily and Rick will meet to talk about next and future meetings and in person meetings
- We will still have our Winter meetings on-line
- Emily asked us if anyone has any ideas for next year please let her know

e. Records (Lisa Glick)

i. New OneDrive Folder structure

- Lisa informed us that Mike and she have been working together on the one drive
- Lisa shared her screen with us and showed us what she has been working on in the One Drive
- She asked if we had any suggestions to please let her know

f. Industry Groups

- No updates at the moment

g. CRA/CRM Study Group (Rick Gureski)

- Rick informed us that the classes for our current group have concluded
- We want to thank Deborah Robbins for sharing her knowledge with us and helping many of our study group candidates pass tests
- We had a great group and hopefully in the following years different Chapter will adopt this idea
- 

h. Strategic Vendor Relations (Brian McCann)

- No updates at the moment

i. Communications (Elizabeth Vera)

- No updates at the moment

- j. Website (Maggie Turner, Mike Kaye)
  - Maggie talked about our Website
  - She has not changed anything at this time
  - The work section needs to be updated
  - Maggie suggested that we write a blog for our ARMA Milwaukee Web page
  
- ii. Marketing Materials (Mike Kaye)
  - No updates at the moment
  
- i. Incoming Board
  - Mike Kaye, our past and present ARMA Milwaukee President will send out emails welcoming our new Board Members
  - Asked members to send welcoming message to our new Board Members
  
- III. ARMA International
  - No updates at the moment
  
- IV. Open Floor
  - Next meeting in person, Wauwatosa 113 Water Plank Rd.
  
- V. June 15th, 2021– Board meeting
  
- VI. Adjournment With no further business, the meeting was adjourned at 3:01 p.m.

Respectfully Submitted,

Elizabeth Vera  
ARMA Milwaukee Chapter Secretary

**ARMA-MILWAUKEE CHAPTER BOARD  
Meeting Minutes**

**July 15, 2021**

**Meeting Format: In Person and Video Conference**

**Attendance: Mike Kaye, Alec Kopitzke, Emily Herda, James Rudy, Rita Krause, Shirley Derrick, Maggie Turner, Lisa Glick, Saralee Taibleson, Alanna Hillard-Smith and Liz Vera**

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

**Membership:** 57 members as of July 15, 2021

- I. Approval of June 2021 Meeting Minutes
  - Minutes unanimously approved with minor change
  
- II. Board member introductions
  - Introduction of past and new elected Board Members
  
- III. Committees

a. Finance (Alec Kopitzke)

i. Budget

- Alec sent the Board Members the year end “Budget Statement”, July 2020 to June 2021
- No new number for membership renews
- He talked about setting goals for our new Budget
- He and Mike talked about the 990 renewal, they will get together and talk more about this
- asked anyone if they had any budget items to please email him and let him know so he can plan for this

b. Rick Updates

- No updates at the moment

c. Membership (Rita Krause)

i. Membership Report

- Rita sent out an email to our Board Members
- 57 members as of 7/15/2021
- Rita will send out Alec membership and target membership goals for members
- She will upload this to the One-drive

d. Programs (Emily Herda)

i. Programs Update

- Emily sent Rick and Mike a Program Planning Meeting for this year
- Emily talked about future Winter Series and Hybrid meetings
- Emily and Mike talked about the Programs Submit
- Emily asked if anyone has any ideas or suggestions for meeting to please let her know

e. Records (Lisa Glick)

i. New OneDrive Folder structure

- Lisa and Mike have been working on the OneDrive site
- Mike asked if anyone has been in the OneDrive
- Lisa will send out an email on how to use and navigate the OneDrive for our Board and future ones
- Lisa encouraged everyone to go in and look around
- She also asked if anyone has any old documents or pictures that they would like uploaded to the drive this is the time to upload them
- We talked about safety and encryption of documents on the OneDrive

f. Industry Groups

- No updates at the time

g. CRA/CRM Study Group (Rick Gureski)

- The study group is all wrapped up for Summer
- No new information for classes or study group

h. Strategic Vendor Relations (Brian McCann)

- No updates at the moment

i. Communications (Elizabeth Vera)

- Liz uploaded election results for 2021-2022 on Facebook
- She will work on adding biographies and pictures

j. Website (Maggie Turner, Mike Kaye)

- Maggie needs biographies and pictures to update the Board on our Website

ii. Marketing Materials (Mike Kaye)

IV. ARMA International & Great Lakes Region

- No updates at the moment

V. Open Floor

- Mike talked about scam emailed

VI. August 19th, 2021– Board meeting

Adjournment: With no further business, the meeting was adjourned at 2:50 p.m.

Respectfully Submitted,

Elizabeth Vera  
ARMA Milwaukee Chapter Secretary

**ARMA-MILWAUKEE CHAPTER BOARD  
Meeting Minutes**

**September 16, 2021**

**Meeting Format: In Person and Video Conference**

**Attendance: Mike Kaye, Alec Kopitzke, Emily Herda, James Rudy, Rita Krause, Shirley Derrick, Richard Gureski and Liz Vera**

**Call to Order:** The meeting was called to order at 2:03 by Mike Kaye

**Membership:** 55 members as of September 16, 2021

**I. Approval of July and August 2021 Meeting Minutes**

**Pending**

**II. Committees**

**a. Finance (Alec Kopitzke)**

**i. Budget**

- Alec talked about the Budget
- He talked about the cost of Birthday Cards (for Budget purposes)
- We also talked about the Goodman Scholarship (amount for Budget purposes)
- We talked about donations
- Our Budget was approved unanimously

**b. Rick Updates**

- Rick talked about ARMA Milwaukee being recognized with the outstanding chapter award
- Rick will be the chair of the committee awards
- The goal is to standardize the timeline of the awards

**c. Committee Goals review**

- Mike spoke on behalf of Lisa
- Mike will send our goals to our Board Members and we will discuss in the next couple of weeks

**d. Membership (Rita Krause)**

**i. Membership Report**

- 55 members as of September 16
- Rita talked about membership and prospects
- She will send membership list

**e. Programs (Emily Herda)**

**i. Programs Update**

- Mike talked about September meeting will be with another Chapter, free meeting with other Chapters
- If anyone has any ideas, please let Emily know

**f. Records (Lisa Glick)**

- Mike spoke on behalf of Lisa
- We are all good on the OneDrive
- Historical Date (focus)
- Clean up
- Alec asked if we could or should segregate add security password for Finance

**g. Communications (Elizabeth Vera)**

- Liz is working on the B-day cards
- Mike talked about our Newsletter and showed us how it was going

**h. Website (Maggie Turner, Mike Kaye)**

- No update at the time

**i. Marketing Materials (Mike Kaye)**

**i. Newsletter**

**III. ARMA International & Great Lakes Region**

- i. Mike talked about the Leadership Summit email**

**IV. Open Floor**

**V. September 21<sup>st</sup>, 2021– Board meeting**

**Adjournment:** With no further business, the meeting was adjourned at 2:50 p.m.

Respectfully Submitted,

Elizabeth Vera  
ARMA Milwaukee Chapter Secretary

## **ARMA-MILWAUKEE CHAPTER BOARD**

### **Meeting Minutes**

**October 21, 2021**

#### **Meeting Format: In Person and Video Conference**

**Attendance: Mike Kaye, Alec Kopitzke, Shirley Derrick, Richard Gureski, Maggie Turner, Shirley Derrick, Lisa Glick and Liz Vera**

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

**Membership:** 55 members as of October 21, 2021

#### **I. Approval of September 2021 Meeting Minutes**

**Unanimously approved**

#### **II. Committees**

##### **a. Finance (Alec Kopitzke)**

- Discussed Budget
- Talked about finance
- Membership dues from ARMA and September Escrow
- PayPal money transferred to BMO account
- Petty cash also deposited to BMO

##### **b. Rick Updates**

- Rick talked about the Standing Ovation Award, awarded to our chapter and to all the Chapters that participated in the Spring Mania Seminar event
- We talked about the ARMA e-certificate award and how we want to upload this to all our media platforms

##### **c. Committee Goals review**

- No updates at the moment

##### **d. Membership (Rita Krause)**

- Mike and Rick updated us on membership of 55 members as of last month



- i. Membership Report
  - No updates at the time
  
- e. Programs (Emily Herda)
  
- i. Programs Update
  - Mike spoke on behalf of Emily
  - He said that he will meet with Emily to reconnect
  
- f. Records (Lisa Glick)
  - Lisa will find out if we can use passwords for finance documents and information
  - Mike and Lisa will meet for records discussion
  
- g. Communications (Elizabeth Vera)
  - No updates at the moment
  - Rick talked about a survey to see which form or meetings were preferred, virtual or in person meetings
  
- h. Website (Maggie Turner, Mike Kaye)
  - Maggie will load the Standing Award Certificate to our Website
  
- i. Marketing Materials (Mike Kaye)
  - Mike told us that Donald Force (ARMA Past President) and asked to put a research study for professionals in this area
  
- j. Newsletter
  - No update at the moment
  
- II. ARMA International & Great Lakes Region
  - Virtual meetings, Mike will forward emails
  - Meeting next week Thursday
  
- a. Great Lakes meeting Oct 28<sup>th</sup>
  - No updates at the moment

**III. Open Floor**

- Mike talked about our ARMA banners
- Maggie will post our Newsletter on our ARMA site

IV. November 18th, 2021– Board meeting

**V. Adjournment**

**Adjournment:** With no further business, the meeting was adjourned at 2:57 p.m.

Respectfully Submitted,

Elizabeth Vera

ARMA Milwaukee Chapter Secretary



## **ARMA-MILWAUKEE CHAPTER BOARD**

### **Meeting Minutes**

**November 18, 2021**

#### **Meeting Format: In Person and Video Conference**

**Attendance:** Mike Kaye, Shirley Derrick, Emily Herda, Lisa Glick, Alanna Hillard Smith, James Rudy, Rita Krause, Saralee Taibleson and Liz Vera

**Call to Order:** The meeting was called to order at 2:06 by Mike Kaye

**Membership:** 53 members as of November 18, 2021

#### **I. Approval of October 2021 Meeting Minutes**

We will approve virtually

#### **II. Committees**

**a. Finance (Alec Kopitzke)**

- i. Mike spoke on behalf of Alec and said we have incurred in any cost or expenses

**b. Rick Updates**

- No updates at the moment

**c. Committee Goals finalize**

- No updates at the moment

**d. Membership (Rita Krause) i. Membership Report**

- Rita informed us that our current membership consists of 53 members
- We lost 2 members

**e. Programs (Emily Herda) i. Programs Update**

- Emily talked about our next meeting in November with Andres Ysasi
- We talked about fees for future meetings

**f. Records (Lisa Glick)**

- No updates at the moment

**g. Communications (Elizabeth Vera)**

- No updates at the moment

**h. Website (Maggie Turner, Mike Kaye)**

- Mike Kaye talked about the updates that Maggie made to our Website

**i. Marketing Materials (Mike Kaye) i. Newsletter**

- Mike talked about the “Walkee Talkee” Newsletter
- He emailed this to our Board

**III. ARMA International & Great Lakes Region a. GLR meeting**

- No one attended

**IV. Open Floor**

**V. December 16<sup>th</sup>, 2021– Board meeting**

- I. **VI. Adjournment: With** no further business, the meeting was adjourned at 2:44 p.m.

Respectfully Submitted,

Elizabeth Vera  
ARMA Milwaukee Chapter Secretary



**ARMA-MILWAUKEE CHAPTER BOARD  
Meeting Minutes  
December 16, 2021**

**Meeting Format:** In Person and Video Conference

**Attendance:** Mike Kaye, Shirley Derrick, Emily Herda, Lisa Glick, Alanna Hillard Smith, James Rudy, Rita Krause, Saralee Taibleson, Rick Gureski and Liz Vera

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

**Membership:** 54 members as of December 16, 2021

**I. Approval of October 2021 Meeting Minutes**

Unanimously approved

**II. Committees**

**a. Finance (Alec Kopitzke)**

- i. No updates at the moment

**b. Rick Updates**

- Rick renewed the Blue Jeans subscription
- CRA/CRM Deborah Robbins will start a new study group (email Rick if you are interested)
- Rick informed us that Deborah was named the 2021 Mentor of the Year

**c. Committee Goals finalize**

- No update at the moment

**d. Membership (Rita Krause) i. Membership Report**

- 54 Members as of 12/16/2021

**e. Programs (Emily Herda) i. Programs Update**

- Emily, Mike and Rick informed us that we have people already asking for our Spring Seminar
- They want to bring back the Spring Mania Seminar
- We talked about how great it was and how much our members liked it
- Mike will send an email regarding this

**f. Records (Lisa Glick)**

- Lisa talked about getting together with Mike and looking at some security measures for our records
- She also suggested having confidentiality agreements

**g. Communications (Elizabeth Vera)**

- No updates at the moment

**h. Website (Maggie Turner, Mike Kaye)**

- Mike spoke on behalf of Maggie
- He uploaded Andrew Ysasi's video on our YouTube library
- Mike will reach out to Maggie prior to our next meeting

**i. Marketing Materials (Mike Kaye) i. Newsletter**

- Mike will upload the November Newsletter to our site and have a December on
- Lisa will do the Christmas greeting

**III. ARMA International & Great Lakes Region**

**a. GLR meeting**

- No updates at the moment

**IV. Open Floor**

**V. January 20, 2021– Board meeting**

**VI. Adjournment:**

With no further business, the meeting was adjourned at 3:30 p.m.

Respectfully Submitted,

Elizabeth Vera  
ARMA Milwaukee Chapter Secretary