



ARMA MILWAUKEE CHAPTER BOARD MEETING MINUTES

Date: July 21, 2022

Time: 2:00 pm

Location: Virtual

Board Members Present:

- Shirley Derrick, President
- Liz Vera, Vice President
- Rick Gureski, Past President
- Maggie Elice Turner, Secretary
- Emily Herda, Programs
- Saralee Taibleson, Membership
- James Rudy, Member-at-large (Industry Groups)
- Alec Kopitzke, Member-at-large
- Alanna Hilliard-Smith, Member-at-large (Marketing)

Board Members Absent:

- Lisa Glick, Member-at-large (Chapter Historian)
- Brian McCann, Member-at-large (Strategic Vendor Relations)
- Rita Krause Member-at-large

I. Meeting Called to Order

- 2:03 pm

II. Approval of Previous Meeting Minutes

- May & June 2022 Minutes Unanimously Approved

III. Board Transitions

- 2022-2023 Milwaukee Board is made up of the same members as prior year, but several have changed job duties. If members are unsure of job duties and responsibilities they are to talk to the previous position holder.
- Treasurer position is vacant this term

IV. Board Goals and Meeting Cadence

- President emailed each Board Member with a list of goals to review, and return the list with any comments and corrections
- Alec, as a Member-at-large, will work with Rick for Treasurer duties

V. Committee Reports

a.) Finance (Rick & Alec)

- Treasurer’s Report is not an annual report, but one that is to be updated regularly to reflect cash movement. The report is to be uploaded to the One Drive file
- Future discussion about incorporating these reports with the monthly board meetings
- 2022-2023 budget is not set yet. Goal for September finalization as other committee goals are also not finalized and therefore may have a fiscal impact
- Financial goals include income from increased membership and potentially charging for in-person meetings

b.) Past President (Rick)

- Mike Kaye is the immediate Past President from the 2020-2021 year, but had to step down mid term for personal reasons. Follow-up with Mike is necessary to determine if he will be available to fill Past President role or if Rick will continue in this position.

c.) Programs (Emily)

- Final door prizes furnished by Iron Mountain for the Spring Seminar have been distributed



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- Lori Ashley, President of ARMA's Madison chapter, reached out to gauge interest in hosting a joint program this Fall
- Emily and Rick to begin planning programming
- d.) **Communications** (Liz)
 - ARMA Birthday Cards have been completed and transferred to Rick for distribution
 - ARMA By-laws state that the Awards Committee is to be made up of the last three Member of the Year award recipients. This is Emily, Lisa, Rick, and Mike.
- e.) **Marketing** (Alanna)
 - Discussions about purchasing two full length banners to be displayed during in-person meetings and seminars. The design will be in the trade show format like a collapsible shade and each will contain one of the two ARMA Milwaukee logos
 - Vendor costs to produce signs is still pending
 - Estimate should be provided for budgeting purposes
- f.) **Membership** (Saralee)
 - Has not had a chance to meet with Rita yet on how to generate reports from ARMA regarding membership lists
 - Shirley provided membership is at 49
- g.) **Industry Groups** (James)
 - Nothing to report
- h.) **Secretary/Website** (Maggie)
 - Updated website with new positions, and any corrections to Board Biographies
 - Created a page to post Meeting Minutes, but it is a work-in-progress as previous meeting Minutes were not available on the One Drive at the time the page was created
 - Updated Job Postings at the request of two general members seeking promotion for the jobs; also cross-posted them on the Chapter's Facebook page
- i.) **Chapter Historian** (Lisa)
 - Absent
- j.) **Strategic Vendor Relations** (Brian)
 - Absent

VI. ARMA International/Great Lakes Region Update/RLC

- Emily and Maggie attended the Regional Leadership Conference in Omaha, Nebraska, July 10-12, 2022
- ARMA International declared that the Regions are being disbanded and chapters will be governed generally by International's creation of a Chapter Advisory Committee (CAC) that will be governed by a 20-person board; thus this was the last RLC to be held. More info on CAC will be coming later as it is not 100% complete yet.
- Past ARMA International Presidents, Bill Bradford and Michael Healy in attendance as well as Heather Lehman and Nathan Evans representing ARMA International.



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- Emily and Maggie set up a meeting with Shirley and Rick to discuss the details of what information was obtained regarding the change as well as new ideas and updates learned from the other attendees about how they run their chapter and what could be incorporated to Milwaukee's operations, and those ideas will then be disseminated to the rest of the Board for discussion at the next meeting. The presenters shared their slides with attendees and we will copy them to our One Drive for use in the development/review meeting

- A new "Chapter Central" website design is coming soon
- IGP test has been revised

VII. Open Floor

- No discussion

VIII. Next Meeting

- Thursday, August 18, 2022 Time is TBD as a poll remains open to vote on the time of day for meetings

IX. Adjournment

- 2:34 pm