

ARMA- MILWAUKEE CHAPTER BOARD

Meeting Minutes

August 29, 2017

I. Call to order

Donald Force called to order the regular meeting of the ARMA-Milwaukee Chapter Board at 1:00 p.m. on August 29, 2017 via conference call.

II. Roll call

The following persons were present: Donald Force, Ben O'Donnell, Maggie Elice Turner, Christine Matthies, Richard Gureski, Herb Foster & Pamela Bartoli

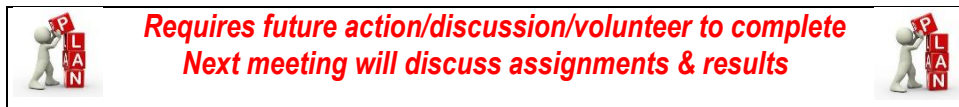
III. Open issues

- a) Membership- 47 as of July 2017
- b) Treasurer's Report - \$9,271.19

IV. Old business

- a) 2018 Regional Leadership Conference
 - E-mail from Chris Wydman received 8/25/17 looking for chapters to host. Region provides the funds, but not clear on how much
 - Local chapter should make local arrangements, lodging, activities.
 - Suggested that this would be similar to planning Spring Seminar
 - Board voted to pass on this opportunity at this time

V. New business



- a) Website Discussion Board (Maggie)
 - Maggie recently had 2 members seeking advice/help with projects
 - Explored the option of creating a discussion board on the website, and put together a blog mock up for the past two questions.
 - In the future, members would still have to use the contact form in order to have a new discussion thread posted, and then members (and potentially non members) would have the ability to comment and reply to comments.
 - Noting that this site is viewable to everyone on the internet, members would have to indicate how much of their information they would want shared- i.e. email, phone, company name etc.

- Create a form on the Discussion Board main page to enter content and specifications such as a check box to post on the web or only send out via email
- Send email to members alerting them to the new feature on website



b) Update on Call for Presenters

- Email received from Brad Houston expressing interest in presenting and a possible interest from Lisa at Harley.
- Need to narrow the topic of the meeting- Suggest current RIM challenges and opportunities
- Panel session
- Send out another call for presenters email for topics such as Office 365, retention, data clean up, CRA/CRM, project management
- No date set yet for first meeting



c) Venue Location Options

- Rick volunteered to call around and get prices with our without
- Look to various locations throughout the city
- Check prices for potential sites & available parking

d) Spring Seminar 2018

- Donald sent email to Madison chapter about doing another 2-year cycle of jointly hosting the event and are in the process of considering it.
- 2018 would be their turn to host
- Follow up mid to late September



e) Membership Recruitment

- Create a list of companies around where we work or similar industry that are not currently represented in chapter membership and send to Donald by September 29, 2017
- Create mailing list
- Review postcard and send any suggestions to Maggie by the end of September (before next meeting)

f) Next Meeting

- TBD (conference call)

VI. Adjournment

Donald Force adjourned the meeting at 2:01 p.m.

Minutes submitted by: Maggie Elice Turner, Secretary

Minutes approved by: _____