

ARMA- MILWAUKEE CHAPTER BOARD

Meeting Minutes

August 4, 2017

I. Call to order

Donald Force called to order the regular meeting of the ARMA-Milwaukee Chapter Board at 11:52 a.m. on August 4, 2017 at Mo's Irish Pub.

II. Roll call

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

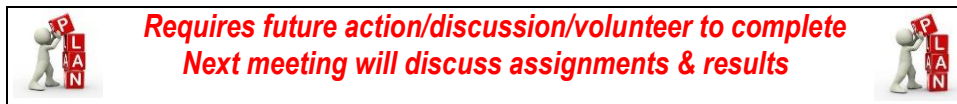
III. Open issues


- a) Membership- 47 as of July 2017 (down 4 members)
- b) Treasurer's Report - \$9,031.19

IV. Old business

- a) Spring Seminar
 - Ben reported that he received reimbursement check from the Madison chapter for the online registrations
 - Check was sent to our P.O. Box

V. New business



- a) 2017 Regional Leadership Conference
 - Maggie attended conference July 21-22, 2017 in St. Louis, MO.
 - ARMA International seeking to update the logo/colors
 - Breakout sessions based on position to better understand roles and the way in which to carry them out
 -  Follow the ARMA leadership to create & follow SOP
 - Other sessions networked with other chapters regarding ideas for outreach and speakers.
- b) 2018 Regional Leadership Conference
 - Email received regarding proposals to host for next year
 - Item put on hold as Herb & Pam were not present to discuss

c) Potential Program Topics for 2017

- FOIA
- SharePoint
- RIM Projects in the area (retention, data clean up)
- Imaging Systems
- RIM Technologies (suggestion from Spring Seminar feedback)
- Dark Data (suggestion from Spring Seminar feedback)
- How to help your IG shop become successful (suggestion from Spring Seminar feedback)
- CRM Speaker/prep session

d) Program Dates



- Propose to keep general schedule as last year September, November, January, March, April, June, but need to determine dates (will have to be done based on the decision for venues)
- Leave October open for those attending ARMA Live in Orlando
- Discuss with ARMA Madison if they would like to host joint Spring Seminar in April
- No date set for September meeting as speaker/topic still in development
- Email will be sent next week to seek a list of members who would want to share a project/success story



e) Venue Locations

- Seeking new venues- look for inexpensive options
- Look to various locations throughout the city
- Check prices for potential sites & available parking
- Survey members & determine if they are willing to host
- Food options – standard caterer, restaurant catering, snacks
- Determine if different times of day would be better



f) Membership Drive

- Make a list of companies/businesses in the vicinity of your employer
- Call local organizations to inform RIM professionals and chapter members about events
- Determine if a set price could be created for one company to have multiple employees attend
- Explore options for webinars
- Discuss the price difference for Members vs. Non-Members
- Mass mailing to local organizations to identify RIM professionals

- Cold Calls to related industry professionals
- Network with other organizations
- Review slides from Regional Leadership Conference for ideas from other chapters

g) Monthly Conference Calls

- Survey will be sent out to Board Members to determine best time to hold monthly conference calls
- Responses due by August 9, 2017
- Next meeting date TBD

VI. Adjournment

Donald Force adjourned the meeting at 1:09 p.m.

Minutes submitted by: Maggie Elice Turner, Secretary

Minutes approved by: _____