

ARMA- MILWAUKEE CHAPTER BOARD

Meeting Minutes

April 2, 2018

I. Call to order

Donald Force called to order the regular meeting of the ARMA-Milwaukee Chapter Board at 1:02 p.m. on April 2, 2018 via conference call.

II. Roll call

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

III. Open issues

- a) Approval of 3/5/18 meeting minutes (unanimous)
- b) Membership- 49 as of March 28, 2018
- c) Treasurer's Report - \$8,159.91

IV. Business

- a) Call for Board Members
 - Positions for the ballot
 - Maggie will contact current Board members for interest in running for next year
 - Call for nominations will go out Wednesday
 - Deadline for nominations April 27, 2018
 - Ballot will be distributed as an online survey April 30, 2018
 - Voting to be completed by May 23, 2018
- b) Educational Sessions Update
 - Spring Seminar
 - Applied for 5.5 CRM Credits
 - Gift cards as a thank you for speakers
 - Apply for grant reimbursement up to \$500 from ARMA
 - Seminar Brochure to be distributed this week
 - March - Special Business Meeting
 - 36 people attended in the Zoom platform
 - Heather Lehman Region and Chapter Manager from ARMA International and Chris Wydman Great Lakes Regional Director in attendance
 - Interest in doing this again- explore the cost to use Zoom

- May – Maritime History and Records in Archives
Speaker from the Wisconsin Historical Society
Lunch at the Machine Shed
- Swag
Maggie to order notebooks and magnets for expected distribution
at the Spring Seminar
- c) Member of the Year Nominations
 - Send email to people letting them know they were nominated
 - Research what type of award (certificate, plaque) will be given
 - Bylaws state past 3 winners are to pick this winner (Arlyce Vogel, Ezekiel Gipson, Bryan Bastar)
- d) Policies and Procedures
 - Secretary added duties and saved in One Drive
 - Reviewed current list- add Past President
- e) AIEF Raffle and “\$20 for 20” Donation
 - Received raffle tickets to be sold at chapter meetings to win gifts at the
Regional Leadership Conference (Do not need to attend to win)
 - 25 tickets \$5 each
 - Check to see if we have donated already this year before making a
decision
- f) ARMA/Great Lakes – Regional Leadership Conference
 - Seeking one or two Chapters to help sponsor keynote speaker \$250
 - Check to see if this is still needed
- g) Next Meeting
 - Monday, May 7, 2018 via Conference Call 1:00 pm

V. Adjournment

Donald Force adjourned the meeting at 1:58 p.m.

Minutes submitted by: Maggie Elice Turner, Secretary

Minutes approved by: _____