

**ARMA-MILWAUKEE CHAPTER BOARD**  
**MEETING MINUTES**  
July 17<sup>th</sup>, 2018

**Meeting Format:** In-person

**Location:** Godfrey & Kahn, S.C. - Waukesha Office

**Attendees:**

Richard Gureski  
Mike Kaye  
Chris Matthies  
Ben O'Donnell  
Mark Packard

**Business:**

- Board Introductions
- Reviewed Board Operational Structure Including Bylaws, Procedures, Resources and Committees
- Reviewed 2017-2018 Annual Report as Prepared by Past President, Donald C. Force, PhD
- Reviewed Treasurer's Report as Prepared by Treasurer, Ben O'Donnell
- Reviewed Board Financial Responsibilities, 2018-2019 Budget, Audits and Potential Payment Options
- Reviewed Potential 2018-2019 Projects Including Communications, Chapter Records and Membership
- Discussed Annual Planning Schedule Including Ideas for 2018-2019

**Open Floor:**

**Next Meeting:** Early August (TBD)

**Adjournment:**