



Event Title: June Board Meeting Agenda

Date: June 12, 2018

Time: 11:00 a.m. – 1:00 PM

Location: Plymouth Library, 15700 36th Ave. N. Plymouth, MN 55446

- I. Call to Order 11:10 am
 - Members in attendance: Josh Schaffer, Kristen Olson, Chris Johnson, DeAnna Lilienthal, Kevin Clark, Lisa Songle, Matt Whitelock, Jennifer W. Witt
 - Members absent: Sue Dickens (Excused), Kaitlyn Williams (Excused), Suzy Trauscht (Excused), Andrew Seifert (Unexcused), Terri Gilson (Unexcused)
 - Guests: Charles Stech, Ranelle Brown, Natasha Krentz
- II. April Minutes: Motion made by Kristen, seconded by Josh that the Board approve the April minutes as presented. Motion carried.
- III. Treasurer's Report:
 - April and May Financials: Motion made by Chris, seconded by Kristen that the Board approve the April and May financial reports. Motion carried.
 - Approve 2018 – 2019 Budgets: Motion made by Jennifer, seconded by Kristen to approve the 2018-2019 budget as presented. Motion carried. DeAnna will distribute the budget docs to the Board.
- IV. Old Business
 - Review of Strategic Plan: Chris provided a draft copy of the 2017-2018 annual report. The annual report recaps the Chapter's activities and accomplishments associated to the strategic plan. The report will be finalized and posted on the Chapter website by the end of the month. The incoming board is expected to review the strategic plan at the August Board meeting.
 - Discussion and approval of amended job duties and attendance. Motion made by Josh, seconded by Kristen to approve the position descriptions after several formatting issues are made. Motion carried.
 - Discussion and approval of amended operating procedures. The draft operating procedures were discussed at length. Several changes were noted as necessary. A revised draft will be posted to the website and the Board will review it and forward any comments or changes to Chris by the end of June. The operating procedures will be presented for approval at the July Board meeting.
 - Chapter Award: No nominations were received. No award will be given.
 - Charity Update; Chapter members donated \$1,302 for the Chapter Charity (MN Animal Rescue Services [MARS]). Motion made by Kristen, seconded by Chris for the board to donate \$198 to the Charity. Motion carried. Kristen was directed to submit a DAV to the Treasurer to obtain a check for \$1,500. Kristen will deliver the check to MARS.



V. New Business:

- Outgoing board member follow-up:
 - i. Lisa Songle turned in the email lists and documents that were in her possession.
 - ii. Josh Shaffer turned in a box of documents and a laptop.
 - iii. Matt Whitelock turned in the mailbox key. Key was given to Kristen as the new contact for the mailbox.
 - iv. Kristen or Chris will collect the materials in Kaitlyn and Suzy's possessions. DeAnna will collect the credit card from Kaitlyn.
 - v. Kristen or Chris will direct Sue to transfer the materials in her possession, which includes a mailbox key, to the new secretary. *(Note: Sue never had a key. We need find the second key.)*

- Results on Votes for President-Elect and Secretary: Kristen reported that the election results were as follows:
 - i. President-Elect: Sue Dickens was 97.5% and a Write-In candidate was 2.5%
 - ii. Secretary: Ranelle Brown was 40% and Natasha Krentz was 60%

Motion was made by Kristen and seconded by Josh for the board to accept these election results. Motion carried. The new President-Elect is Sue Dickens. The new Secretary is Natasha Krentz.

- Content for a new "members only" password protected page on website. A brief discussion was held about the purpose of this page, which is intended to provide information to members that should not be open to the entire planet to view – such as membership rosters, presentations that are protected, etc. The board agreed it was a useful feature. Kevin will develop the content for the page.
- Open Board positions: The board recognized the appointment of Charles Stech to the position of Communications Director. The board recognized the appointment of Ranelle Brown to the position of Member-at-Large. Positions remaining open for appointment are Directors of Business Relations, and Programming, and Web-Master and Treasurer's Assistant.
- Recognition to outgoing board members: Kristen presented thank you cards to the outgoing board members who were not present at the May meeting. Kristen will follow up with a thank you email to all board members for their service to the Chapter.

VI. July ARMA Regional Leadership Conference July 27-28, in Columbus, Ohio

- The following individuals were identified as attending the MRM Leadership convention: Kristen Olson, Sue Dickens, and Chris Johnson.
- Travel arrangements and costs were briefly discussed. It was determined that the Chapter is unable to fund the attendance of additional individuals to this event this year.

VII. Board Reports :

- Treasurer:
 - i. 2018 Spring Conference recap: 76 attendees, 6 vendors, 4 speakers.
Revenue = \$12,030.



- ii. Profit= \$1,651.64
 - iii. 2017 Spring Conference comparison = 74 attendees, 4 speakers, 11 vendors.
Revenue = \$13,980.
Profit = \$2,292.02
 - iv. Meeting stats for previous 5 years were reviewed.
- President: Sponsors at Spring Conference were surveyed. Responses indicated satisfaction in costs, locale and accommodations. However, sponsors indicated they were disappointed in the high amount of requests for no contact of members.
 - No other reports were provided.
- VIII. Motion made by Kristen, seconded by Josh to adjourn the board meeting at 12:59 pm. Motion carried.