



Event Title: July Board Meeting Minutes

Date: July 10, 2018

Time: 11:00 a.m. – 1:00 PM

Location: Roseville Public Library (2180 North Hamline Ave, Roseville, MN 55113)

- I. Call to Order @ 11:13 am
 - Members in attendance: Chris Johnson, DeAnna Lilienthal, Kevin Clark, Kristen Olson, Ranelle Brown, Sue Dickens, Charles Stech (arrived 11:22)
 - Members absent: Jennifer D. Witt (excused)
 - Guests: none
- II. Minutes:
 - No May Minutes because there was not a May Board Meeting.
 - June Minutes:
 - i. Discussion:
 - 1. Edit: Sue never had a key. We need to find the second key.
 - 2. Edit: Treasurer report: Change Total Cost to Revenue. Change Revenue to Profit. Change \$1659.88 to \$1651.64.
 - ii. Vote:
 - 1. Motioned by: DeAnna Lilienthal
 - 2. Seconded by: Sue Dickens
 - 3. Result: unanimously approved with the edits
- III. Treasurer's Report:
 - June Financials:
 - i. Explanation of Financials given by DeAnna Lilienthal
 - ii. Discussion: none
 - iii. Vote:
 - 1. Motioned by: Sue Dickens.
 - 2. Seconded by: Kristen Olson.
 - 3. Result: unanimously approved
- IV. Old Business
 - Review Operating Book of Information:
 - i. Operating Procedures: review and vote to approve
 - 1. We went through the book page by page.
 - 2. Chris to make edits and email to the Board.
 - 3. An electronic vote will be sent out.
 - ii. Related to the Operating Procedures:
 - 1. We need to update the bylaws and financial procedures this year.



- V. New Business:
- Library:
 - i. More books ordered using ARMA International's 65% off hardcopy books. Some were ordered in June to use up 2017-2018 budget. Some ordered in July.
 - Laptop:
 - i. Chris will drop off the old laptop at Free Recycling.
 - Associate Dues:
 - i. International is discontinuing the ability to have more than one fee structure. This affects only two members: Kevin Clark and Eric Moore. Chris Johnson and DeAnna Lilienthal to contact them to inform of change.
 - Director Reports for the Minutes:
 - i. Chris to send out form.
 - ii. Board Report forms will be due by the end of day (EOD), two Mondays prior to the each Board Meeting.
 - iii. Reports will be included with the monthly BOD agenda.
 - Program Planning Update:
 - i. Theme for this year: Evolution of the RIM Professional.
 - ii. December Meeting is (tentatively) a WebEx meeting.
 - iii. Programming Group is: Chris Johnson, Sue Dickens, DeAnna Lilienthal, and Kristen Olson.
 - Website Changes:
 - i. Board members are asked to visit the chapter website and look at the changes and information posted there in preparation for the August meeting.
 - Choose Chapter Charity:
 - i. Deferred to August Board meeting.
- VI. For August Strategy Meeting:
- Review of Strategic Plan and 2017-2018 annual report
 - Chapter programming/events review
 - Targets for change
 - i. Business Relations support
 - ii. Charities/Community Service
 - Report out: July Regional Conference
 - Choose Chapter Charity
 - Directors are asked to agenda submit any items for discussion to Chris Johnson.
- Motion was made for the chapter to pay for food for August meeting.
- i. Motioned by: Kristin Olson.
 - ii. Seconded by Sue Dickens.
 - iii. Result: Unanimously approved.
- VII. Board Reports: *(Please email these to Chris Johnson and Natasha Krentz by Monday EOD.)*
- *There are no board reports for July.*
- VIII. Meeting Adjourned
- Motioned by: Sue Dickens.
 - Seconded by: Kevin Clark.
 - Result: Unanimously approved at 1:08 pm