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:
     - 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.
     - Vote:
       1. Motioned by: DeAnna Lilienthal
       2. Seconded by: Sue Dickens
       3. Result: unanimously approved with the edits

III. Treasurer’s Report:
   - June Financials:
     - Explanation of Financials given by DeAnna Lilienthal
     - Discussion: none
     - Vote:
       1. Motioned by: Sue Dickens.
       2. Seconded by: Kristen Olson.
       3. Result: unanimously approved

IV. Old Business
   - Review Operating Book of Information:
     - 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.
     - 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