Event Title: September Board Meeting Minutes
Date: Tuesday, September 11, 2018
Time: 2:00 pm – 4:00 pm
Location: Best Western Plus Shoreview (1000 Gramsie Rd, Shoreview, MN 55126)

I. Call to Order @ 1:56 pm
- Members in attendance: Kristen Olson, Chris Johnson, Sue Dickens, DeAnna Lilienthal, Natasha Krentz, Jennifer W. Witt, Kevin Clark, Ranelle Brown
- Members absent: Charles Stech (excused)
- Guests: none

II. Board Reports:
- Past-President (Kristen Olson): see attached
  i. Add – mailbox was checked; it was all junk mail.
- President (Chris Johnson): see attached
  i. Add – New PDF fillable form is posted on the webpage
- President-Elect (Sue Dickens): see attached
- Secretary (Natasha Krentz): see attached
- Communications Director (Charles Stech): no report
- Education Director (Jennifer W. Witt): no report
- Membership Director (Kevin Clark): see attached
- Member-At-Large (Ranelle Brown): no report
- Assistant Treasurer (open): n/a
- Business Relations Director (open): n/a
- Programming Director (open): n/a
- Web Master (open): n/a

III. Minutes:
- August Minutes:
  i. Discussion: none.
  ii. Vote:
     1. Motion by: DeAnna Lilienthal
     2. Seconded by: Jennifer W. Witt
     3. Result: passed unanimously

IV. Treasurer’s Report:
- August Financials:
  i. Discussion:
     1. Eventbrite fees will be going down.
  ii. Vote:
     1. Motion by: Sue Dickens
     2. Seconded by: Kristen Olson
     3. Vote: passed unanimously
Old Business:

- **Strategic Plan Updated**
  i. Passed out full version and position-specific breakouts.
  ii. To do: Review and provide comments to Sue Dickens by Tuesday, September 25th, 2018.
  iii. To do: Incorporate your portions into your monthly reports.

- **AIEF Fundraising tickets**
  i. The chapter bought all 50 tickets for membership as a benefit, and a donation to AIEF will be made by the Chapter.
  ii. Members at the September 11th meeting will have their names on the tickets.
  iii. Treasurer will handle payment to AIEF.

- **Business Relations Support** – need to make a plan
  i. Chris and DeAnna are developing a list of government agencies to reach out to.
  ii. Chris made a list of MN Associations to contact about our meetings.
  iii. Suggestion was made to consider using “Constant Contact” for reaching out to various groups: membership, spring conference vendors, potential new members and vendors, etc.
    1. Kevin to research cost and scope of use.
  iv. Suggestion was made to better define sponsorship levels.
    1. Expand the current spring conference sponsorship levels to chapter sponsorship levels.
      a. Monthly Sponsorship versus Spring Conference Sponsorship versus Chapter Sponsorship versus different sponsorship levels and perks
  2. Question was posed about how to cultivate vendor relationships.
    a. To Do: Email potential sponsors
    b. Send both the Spring Conference and the Meeting Sponsorship documents
    c. Chris to make “Meeting Sponsorship” document
  3. Email all board members to tell us which vendors you've contacted vendors, and use the words “TC ARMA Sponsors” in the subject line.
    a. Ranelle to keep a consolidated list.

- **Question was posed about how to recruit more people**
  1. Ideas: by offering free meetings, ask people to bring someone with them.
  2. Membership committee will discuss this issue further.

- **Succession Planning**
  i. Need to start recruiting now for webmaster, president-elect, business relations, and programming. All board members are asked to promote board opportunities when having conversations with members.

- **Property Management: projector, nametags**
  i. DeAnna to get stuff from Suzy
  ii. Kevin has someone interested in the old projector.

VI. **New Business:**

- **ICRM Training Course via ARMA**
  i. Jennifer to research purchasing the supplies and hosting a training session.

- **Monthly Session ICRM Credit:** Jennifer is pursuing for all meetings.

- **Volunteer Event Planning – Find Volunteers**
  i. Let’s ask the membership if there are 1-3 people who want to organize it
1. Chris to put a blurb on the webpage.
2. Also will be sent out in an email.
3. Sue to be Board contact person.
   ii. Golden Valley Humane Society does not have the ability to send a person to the meeting, but they can send materials for us to have at meetings.

- Idea: buttons or magnets or some fun giveaway for the Spring Conference.
  i. To do: everyone research and price quote something they’d like to see as a free gift for the Spring Conference.

- Spring Conference:
  i. Speaker Suggestions: MCIT (Minnesota Counties Insurance Trust) person to discuss CyberSecurity Insurance and Policies. DeAnna will explore this possibility.
  ii. Idea: MHIMA booth at ARMA Spring Conference, and ARMA booth at MHIMA conference (May 1-3, 2019 in Duluth). Ranelle will explore this possibility.

- Continuing Education Credit communication plan
  i. We need to advertise what we offer.
  ii. Idea: send a “Membership Benefits – FYI” email

- Webpage:
  i. To do: review and suggest content updates.

- NAGARA (huge government records management) conference will be held in St Paul in Summer 2019
  i. DeAnna to research cost of having a table.

VIII. Meeting Adjourned @ 3:39 pm
- Motion by: Kristen Olson
- Seconded by: DeAnna Lilienthal
- Vote: passed unanimously