



Event Title: December Board Meeting Minutes

Date: Tuesday, December 11, 2018

Time: 2:00 pm – 4:00 pm

Location: Radisson – Roseville (2540 Cleveland Ave N, Roseville, MN 55113)

- I. Call to Order @ 1:25 pm
 - Members in attendance: Chris Johnson, Kristen Olson (leave by 2:15 pm), Sue Dickens, DeAnna Lilienthal, Natasha Krentz, Kevin Clark, Ranelle Brown (leave by 3:25pm)
 - Members absent: Jennifer W. Witt (excused)
 - Guests: none

- II. Board Reports:
 - Past-President (Kristen Olson): see attached
 - President (Chris Johnson): see attached
 - President-Elect (Sue Dickens): see attached
 - Treasurer (DeAnna Lilienthal): see finance report and email, and see attached
 - Secretary (Natasha Krentz): see attached
 - Business Relations Director (Ranelle Brown): nothing to report
 - Education Director (Jennifer W. Witt): see attached
 - Membership Director (Kevin Clark): see attached
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 - Assistant Treasurer (open): n/a
 - Communications Director (open): n/a
 - Member-At-Large (open): n/a
 - Programming Director (open): n/a
 - Web Master (open): n/a

- III. Minutes:
 - November Minutes:
 - i. Discussion: none.
 - ii. Vote:
 - 1. Motion by: Sue Dickens
 - 2. Seconded by: Ranelle Brown
 - 3. Result: passed unanimously

- IV. Treasurer's Report:
 - November Financials:
 - i. Discussion:
 - 1. Discussed some reasons contributing to our spend-down in 2018, and comparing it to 2016 (~\$12+) and 2017 (\$8.4-).
 - a. Few members than in prior years.
 - b. Less coming to meetings.
 - c. Sending people to ARMA International and Regional conferences.
 - ii. Vote:
 - 1. Motion by: Sue Dickens



2. Seconded by: Ranelle Brown
3. Vote: passed unanimously

V. Old Business:

- “Constant Contact” – Status Update (Kevin)
 - i. We did not buy it.
 - ii. We will re-discuss at the January Board Meeting.
 - iii. We need a more defined plan and purpose for its use, and the benefits we get from using it. Kevin and Sue will prepare a pros & cons comparison.
- Mailbox Update
 - i. Kristen checked it. Mail given to DeAnna.
 - ii. Another check is coming.
- Business Relations support – need to make a plan (Ranelle, et. al.)
 - i. Ranelle and Chris will meet prior to the January Board Meeting.
- Succession Planning – Review Plan (Sue)
 - i. Sue presented a draft plan.
 - ii. Please read and think of action items and potential candidates

Note for future consideration:

- We need to link pages referenced on the homepage of the web page.
 - Do we need to make our webpage ADA compliant?
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- Property Management updates:
 - i. Overhead Projector (Kevin) – given to DeAnna to donate to a local organization.
 - ii. Nametags (Natasha) – collected from Suzy and turned over to DeAnna.
 - iii. Computer Projector (Natasha) – collected from Suzy and given to DeAnna to donate to a local organization.
 - iv. Old Spring Conference Books from 1997-2000 (Natasha) – to be placed in Chapter archive.
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Note: Kristen’s membership dues are due in January and her organization will no longer pay for her ARMA memberships. They will pay for attending meetings and spring conference. Chris will talk with Kristen about options.

- Spring Conference Update
 - i. Speakers Update
 1. New speaker option: Ray Cunningham – presented for us in March 2015 – IGP Head of Exam Group – Presentation Proposal: What is IG?
 2. Jeff Barnes – author, Walt Disney
 3. Phillip Droge – Director of White House Records Management
 4. Idea: RIM Training via Escape Room Model
 - a. We’ll test this at the January Board Meeting.
 - b. Maybe we can offer the kits for sale, or give one away via door prize.
 - ii. “Free Gift” Update (Sue)
 1. Tabled to January



- iii. Vendors/Business Partner Update
 - 1. MHIMA reciprocal booth - bronze level
- iv. Charity Update & Communication
- NAGARA update (DeAnna)
 - i. Proposals are due Friday, December 14th. They are looking for Minnesota companies to do case study presentations.
- Programming Planning Team Update
 - i. Meeting next week, and will give an update in January.

VI. New Business:

- ARMA International Conference Update
 - i. Lots of interesting topics. A few things were distracting: a huge show floor with the small break out rooms in the show floor and it was hard to hear and sometimes hard to get a seat.
 - ii. Social Media was a really big thing at the conference.
 - iii. Panels were groups by topic “Foundational”, “Government”, “Training”, etc.
 - iv. Some panels were “Rapid Fire” – only 10 minutes on their topic.
 - v. Best Session: Gamifying RIM Training
 - vi. All of the conference materials are available on the ARMA International Website.
 - vii. IG was a really big theme of the conference.
- Region President’s Call Update (Chris)
 - i. None.
- January Board Meeting Plan
 - i. Proposed Agenda Items
 - 1. Beta Test of RIM Training using an Escape Room Model (Chris)
 - 2. Email Management Instructions for TCARMA Gmail Account (Natasha)
 - 3. Proposal to use Google Drive to store records. (Natasha)
 - 4. Review Strategic Plan (Chris)
 - 5. Review Constant Contact pros & cons comparison (Sue & Kevin)
 - 6. Review Succession Planning plan (Sue & Kristen)
 - 7. Review Business Relations plan (Ranelle & Chris)
 - ii. Location and Lunch: Roseville Library
 - 1. Natasha will coordinate lunch
- Table Top Signs
 - i. Email Sue change suggestions by Monday, December 17th
- WordPress early renewal offer declined

VII. Future Business

- January – ICRM Training Course Update (Jennifer)

VIII. Meeting Adjourned @ 3:38 pm

- Motion by: Sue Dickens
- Seconded by: Kevin Clark
- Vote: unanimous

Name: Chris Johnson



TC ARMA Monthly Progress/Results

MM/YYYY: 12/2018

Committee or Office: President

Identify the Strategy(s) that was focused on:

- Chapter Operations: Goal 1, 2
- Programming: Goal 4
- Webmaster: Goal 6
- Business Relations: Goal 3, 5

Targets/tasks achieved in last month:

- Participated in Region President's Call
- Followed up with Board Chair about her annual membership dues and the Board's decision to not sponsor membership due to her job change. The Board chair position will be vacant as of end of January.
- Updated the chapter website several times.
- Met with Programming Team to continue program development
- Reached out to Business Relations Director - was unsuccessful in connecting
- Followed up on March speaker

Issues:

- Ongoing vacant Board positions - another vacancy occurring as a result of Board Chair departure in January.
- Lack of constant business partner sponsorship for Chapter events. Currently we are operating with a just-in-time model which is stressful.

Targets/tasks for next month:

- Work with Kevin on developing a plan for use of Constant Contact for outreach and communications
- Work with Ranelle on a developing a plan for Business relations
 - need to secure Conference sponsorship
- Meeting with Programming Team for chapter events
- Since March event will be another webinar, promoting March event to other region chapters
- Connect with Spring Conference Speaker (Mary??) that Kristen identified on the topic of training trainers.
- Programming committee needs to identify topic and location for May Chapter meeting.

Comments:

- Need to do recognition and thank you to Board Chair at Spring Conference.



TC ARMA Monthly Progress/Results

MM/YYYY: 01/2010

Committee or Office: President Elect/Sue Dickens (01/02/19)

Identify the Strategy(s) that was focused on:

Goals 1a & 1b, Goal 2a, Goal 3b, Goal 4a, Goal 5a, Goal 6

Targets/tasks achieved in last month:

- Continued work on Planning Committee finalizing future meeting plans and solidify spring conference speakers with team.
- Connected with February speaker and collected bio and logistics for meeting.
- Met with President and secretary for pre-planning meeting.
- Updated GMAIL Account
 - o Removed all Unsubscribe requests from Gmail account
 - o Collected MNSCU registrar contact list and added to Gmail contact groups.
 - o Updated new potential members.
- Created pros and cons comparison for using ARMA Intl and Gmail as communication tools for additional of Constant Contact pros and cons for board review.
- Distributed reminders for December meeting to current and potential members as well as update on donations for Human Society at spring conference.
- Continued personal outreach for potential members and board member recruitment
- Updated Board succession planning document with board feedback
- Created tabletop draft posters for Membership and Business Partner for board review

Targets/tasks for next month:

- Provide backup coverage and assignments as needed for open positions.
- Continue programming planning for monthly meetings and spring conference.
- Work on May meeting venue
- Continue monthly operational tasks and preparation for board meetings.

TC ARMA Monthly Progress/Results

Date of Report: 12/2018

Name: DeAnna Lilienthal

Committee/Position: Treasurer



1. Identify the Strategy(s) that was focused on:

2. Targets/tasks achieved in last month:

Prep files needed to complete November Financials.

Email to Heather Lehman - need Escrow Report.

Prepared November Financials for Review/Approval.

Check Eventbrite for registrations to date.

Email Programming with current registrations for December Meeting.

Work with Catering Manager/Hotel Manager on guaranteed count, snacks.

Check Eventbrite and update Programming with registration numbers.

Work with Hotel Manager and received lowered food/drink minimum - Dec mtg.

Final count given to Catering.

Work with Speaker for December to get link to webinar with her.

Extended tickets for December meeting.

Send to WebEx participants via Eventbrite a link to the webinar.

Set-up laptop, speaker for webex. Check-in attendees for Decembr 11 meeting.

Board Meeting following chapter meetingg.

Programming call-in meeting on 12/17/2018.

Arrange Radisson for March meeting location.

Recap Spring Conference schedules 2015-2018 and send to programming.

Draft Survey to send to December attendees and send to programming.

December slide deck to Chris for posting on website

Continue to review sponsor page and Eventbrite setup, emailed Chris regarding sponsors listed on website.

3. Issues:

4. Targets/tasks for next month:

5. Comments:

TC ARMA Monthly Progress/Results

Date of Report: 01-03-2019

Name: Natasha Krentz

Committee/Position: Secretary



1. Identify the Strategy(s) that was focused on:

2. Targets/tasks achieved in last month:
 - a. Agenda prepared and sent out.
 - b. Posted November Minutes to website
 - c. Attended ARMA International

3. Issues:
 - a. Need to re-review Operational Procedures to ensure I know all I need to do.
 - b. Need to review twincitiesarma@gmail.com Drive files, reorganize, and upload missing files. (Due at January Board Meeting)
 - c. Need to propose procedure for using twincitiesarma@gmail.com Drive for electronic storage of director transition files. (Due at January Board Meeting)

4. Targets/tasks for next month:

5. Comments:

Monthly Progress Report

TC ARMA Monthly Progress/Results

MM/YYYY: 01/2019

Committee of Office: Membership

Identify the Strategy(s) that was focused on:

Membership/Business Partner/Prospect Communication

Targets/tasks achieved in last month:

Constant Contact/ARMA International/G-Mail Communications

Issues:

Target/Tasks for next month: Work On Chapter Wide Communications

Comments: