



Event Title: January Board Meeting Minutes

Date: Tuesday, January 8, 2019

Time: 11:00 am – 4:00 pm

Location: Rosedale Library (2180 Hamline Ave N, Roseville, MN 55113) – Board Room on 2<sup>nd</sup> floor

- I. Call to Order @ 11:34 am
  - Members in attendance: Chris Johnson, Sue Dickens, Kevin Clark, Jennifer W. Witt, Natasha Krentz
  - Members absent: Ranelle Brown (excused), DeAnna Lilienthal (excused), Kristen Olson (excused)
  - Guests: none.
  
- II. Board Reports:
  - Past-President (Kristen Olson): reported in absentia by Chris Johnson
    - i. Kristen was informed of the Board's decision to not pay for her next year of membership. This means Kristen cannot continue on the board because her membership has expired and bylaws do not allow for board membership without active membership status.
    - ii. Chris will pick up the mailbox key, and other stuff.
    - iii. Kristen will continue to help with programming as she can.
  - President (Chris Johnson):
    - i. See attached
  - President-Elect (Sue Dickens):
    - i. See attached
    - ii. Working on the May meeting plans.
  - Treasurer (DeAnna Lilienthal):
    - i. See attached
  - Secretary (Natasha Krentz):
    - i. See attached
  - Business Relations Director (Ranelle Brown): reported in absentia by Chris Johnson
    - i. We have not been able to connect yet to make a plan.
    - ii. We plan to meet on Friday, January 11, 2019.
  - Education Director (Jennifer W. Witt):
    - i. No updates to last month's board report.
    - ii. New books are at BDRS getting cataloged.
    - iii. Will get an inventory from Kevin, and Chris will post on website.
  - Membership Director (Kevin Clark):
    - i. See attached
  
  - Assistant Treasurer (open): n/a
  - Communications Director (open): n/a
  - Member-At-Large (open): n/a
  - Programming Director (open): team report out in Old Business
  - Web Master (open): included in President's report
  
- III. Minutes:



- December Minutes:
  - i. Discussion: not ready. Moved to February meeting.
  
- IV. Treasurer's Report:
  - December Financials:
    - i. Discussion: not available. Moved to February meeting.
  
- V. Old Business:
  - Strategic Plan Review and Update
    - i. SWOT Review & Discussion:
      1. Cliques are less prevalent.
      2. Chapter member, Jo Walter, is interested in getting an online forum started in the future.
      3. Chapter member, Sally Anderson, Dakota County, may be interested in joining the board in the future.
      4. Chapter members, Denise Grosse and Yun Christensen, have joined the programming committee.
      5. If we're doing things online, let's share with other chapters, especially those that are struggling.
      6. Our March meeting is going to be an online presentation.
      7. There are other groups, such as SAA, ALA, etc., that have comparable topics; maybe we should partner with them somehow.
      8. Chapter is pursuing hosting and ICRM Workshop for training
    - ii. Goals, Objectives, and Implementation Review & Discussion:
      1. Goal 1a: remember to sit by new people and not bunch together.
      2. Goal 1b: we haven't been doing this.
      3. Goal 1b: Maybe we should have an agenda for the monthly meetings.
      4. Goal 1c: on track.
      5. Goal 2a: on track.
      6. Goal 2b: mostly on track. Need to work on mentorship program.
      7. Goal 3a: on track.
      8. Goal 3b: somewhat on track.
      9. Goal 4a: mostly on track.
      10. Goal 4b: mostly on track.
      11. Goal 5a: somewhat on track.
      12. Goal 6a: on track.
      13. Goal 6b: on track.
      14. Goal 6c: tbd
      15. Goal 7a: yet to be done.
      16. Goal 7b: on track.
    - iii. Next review of the Strategic Plan to be done at the June Board Meeting.
  
  - Business Relations Plan: Chris and Ranelle to meet on Friday, January 11, 2019.
  
  - Succession Planning Plan:
    - i. Kristen had proved comments on it, but now we don't have a chair. So, all the board will have to help finalize and implement it.



- ii. Sue will send out the document again; all of us need to read it and give feedback by January 15, 2019.
  - ICRM Training Course via ARMA update: Jennifer will be contacting ICRM soon.
  - Programming Team Update
    - i. Spring Conference Update
      - 1. Tentative Agenda created.
    - ii. May meeting
      - 1. Ideas being researched by Sue.
  - Email Management Instructions for TCARMA Gmail Account (Natasha) – moved to February.
  - Proposal to use Google Drive to store records. (Natasha) – moved to February.
  - Constant Contact Pros & Cons List (Kevin & Sue)
    - i. Discussion about whether this will increase membership.
    - ii. Discussion about implementation plan.
    - iii. Discussion about the ease of use, presentation, and management of email lists versus the cost.
    - iv. Let's ask the attending members at the February meeting if they have experience with Constant Contact. Based on feedback, see if anyone wants to help manage the tool.
    - v. Further discussion tabled until February Meeting.
  - NAGARA update (DeAnna) – moved to February.
  - MHIMA update – moved to February.
- VI. New Business:
- Region President's Call Update (Chris)
    - i. Every chapter is having problems with getting people to show up!
    - ii. Some chapters have had better success if the meetings are held at offices of members.
    - iii. International is going to begin hosting chapter webpages for \$250 per year.
    - iv. ARMA HQ is launching a new recruitment campaign and is creating a recruitment toolbox that will be available in February.
  - Gamified RIM Training Tool – Board beta testing a RIM Escape Room kit for inclusion in Spring Conference
    - i. Discussion:
      - 1. We would all need to help run this.
      - 2. 6-8 people per escape room kit for 45 minutes.
      - 3. Each kit can be different.
- VIII. Meeting Adjourned @ 3:33 pm
- Motion by: Sue Dickens
  - Seconded by: Jennifer W. Witt
  - 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](mailto: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](mailto: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: