



Event Title: February Board Meeting Minutes

Date: Tuesday, February 12, 2019

Time: 1:45 pm – 4:00 pm

Location: Marriott – Roseville (2095 Center Point Dr, Roseville, MN 55113)

- I. Call to Order @ 1:14 pm
  - Members in attendance: Chris Johnson, Sue Dickens, DeAnna Lilienthal, Kevin Clark, Natasha Krentz
  - Members absent: Jennifer W. Witt (excused), Ranelle Brown (excused)
  - Guests: none
  
- II. Board Reports:
  - President (Chris Johnson): see attached
  - President-Elect (Sue Dickens): see attached
  - Treasurer (DeAnna Lilienthal): see attached
  - Secretary (Natasha Krentz): see attached
  - Education Director (Jennifer W. Witt): none received
  - Membership Director (Kevin Clark): see attached
  - Member-At-Large (Ranelle Brown): see attached
  
  - Past-President (vacant): n/a
  - Assistant Treasurer (open): n/a
  - Business Relations Director (open): n/a
  - Communications Director (open): n/a
  - Programming Director (open): n/a
  - Web Master (open): n/a
  
- III. Minutes:
  - December Minutes:
    - i. Discussion: no discussions
    - ii. Vote:
      1. Motion by: DeAnna Lilienthal
      2. Seconded by: Sue Dickens
      3. Result: unanimously passed
  - January Minutes:
    - i. Discussion: no discussions
    - ii. Vote:
      1. Motion by: DeAnna Lilienthal
      2. Seconded by: Sue Dickens
      3. Result: unanimously passed
  
- IV. Treasurer's Report:
  - December Financials:
    - i. Discussion: none
    - ii. Vote:



1. Motion by: Sue Dickens
  2. Seconded by: Natasha Krentz
  3. Vote: unanimously passed
- January Financials:
    - i. Discussion:
      1. Net increase of \$300 from Dec to Jan is because of people already registering for Spring Conference.
      2. Refund to Wisconsin for December because they did not even get the link.
      3. \$371 is current charity raffle total.
    - ii. Vote:
      1. Motion by: Sue Dickens
      2. Seconded by: Kevin Clark
      3. Vote: unanimously passed

\*\*\*Milwaukee January Webinar

- Chris Johnson attended.
- They gave out a (\$5) gift card to every attendee.

\*\*\* March Webinar

- Need speaker to connect to audio.
- We need to do a dry run with the presenter.

V. Old Business:

- Chapter Meeting Agenda Planning
  - i. Keep agenda the same for next meeting.
  - ii. For the March meeting, we need to do Chapter updates while people are eating so we can start the webinar at noon.
  - iii. Print outs of the agenda are nice for people to take notes on.
- Business Relations Plan (Chris and Ranelle)
  - i. Ranelle is working on it.
  - ii. For Spring Conference:
    1. MicroFocus registered as a Platinum sponsor
    2. Advanced Records Management (ARM-MN) and BDRS registered as Bronze sponsors
    3. BDRS is sponsoring the AM break
    4. 6 attendees already registered
  - iii. Denise is working on Iron Mountain and got a decline for this year from Thomson Reuters
  - iv. Need to check on obtaining support from ShredRight.
- Succession Plan Update (Sue)
  - i. Changes are compiled. Sue to finalize and post.
- ICRM Training Course Update (Jennifer)
  - i. Brief discussion about 1.5 days versus 2 days.
    1. General consensus is that two days is preferred.
    2. Perhaps have a shorter schedule, for example: 9am – 3pm both days
  - ii. Brief discussion about what month to hold it.



1. August – people are very busy, which is why we no longer host a chapter meeting at that time.
  2. October –ARMA International is happening
  - iii. Brief discussion about the same or different price for members versus non-members, and price breaks for multiple people from same company, early-bird, etc.
  - iv. This is an event that needs to be well marketed.
    1. We should consider putting it in the newspapers.
    2. Get the word out to other professional organizations.
  - v. Should we have a planning committee to help work on this event?
- Programming Team Update
    - i. Chris is working on communicating with Lisa LaMore from City of Minneapolis for April about “Train the Trainer”.
    - ii. Sue is going to follow up on another “Train the Trainer” speaker option for April.
    - iii. May meeting:
      1. Mill City Museum, recommends May is a bad time to come.
      2. J. Hill House, also crazy busy in May
      3. Russian Art Museum is a viable option
        - a. D’Amico or Chow Girls for catering services
  - Email Management Instructions for TCARMA Gmail Account (Natasha)
    - i. Natasha gave a presentation
    - ii. Natasha to edit documents and send out to Board Members
  - Proposal to use TCARMA Google Drive to store records (Natasha)
    - i. Natasha gave a presentation
    - ii. Natasha to edit documents and send out to Board Members

\*\*\*Natasha recommended that the retention schedule be revised/updated.

- Last updated in 2005
- First step is to compare to International schedule (Natasha) – ask DeAnna to help find it.
- Ask Chris for Non-Profit example

\*\*\* Bylaws also need to be updated. Let’s create a plan for getting this reviewed.

\*\*\* Questions was posed about buying the book that Mike Francis recommended at today’s presentation and have it as a giveaway at Spring Conference. It was decided to buy one book for the chapter library from the Education budget and one book to give away at the Conference from the Conference budget.

- Constant Contact – continued discussion
  - i. Members are not getting emails, and are asking us about it.
  - ii. Kevin is going to ask about getting a 3 month package and price, and will send out an email to the board. Once information is obtained, an e-vote will be opened.

\*\*\* Discussion and concerns about why we have lower attendance numbers this year. Is it the topic? Is it that they aren’t getting emails and reminders? This issue will continue to be examined.

- NAGARA Update (DeAnna)
  - i. No update.
- MHIMA Update
  - i. No update.



- VI. New Business:
  - Region President's Call Update (Chris) – January meeting was cancelled
  - Regional Membership webinar about "Spring Recruitment" -- multiple board members are attending.
  
- VII. Future Business
  - For March: discuss plans for IGP/CRM Training event.
  - For March: discuss Library administration.
  - For March: Constant Contact feedback.
  - TBD: Retention Schedule Review and Update
  - TBD: Bylaws Review and Update
  
- VIII. Meeting Adjourned @ 3:05 pm
  - Motion by: Sue Dickens
  - Seconded by: DeAnna Lilienthal
  - Vote: unanimously passed.

Name: Chris Johnson



TC ARMA Monthly Progress/Results

MM/YYYY: 01/2019

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:

- Updated the chapter website several times.
- Met with Programming Team to continue program development
- Reached out to Business Relations Director to discuss outreach activities
- Posted March speaker bio, confirmed connectivity details for webinar

Issues:

- Ongoing vacant Board positions - another vacancy occurring as a result of Board Chair departure in January.

Targets/tasks for next month:

- Follow up with Ranelle on a developing a plan for Business relations
  - need to secure Conference sponsorship
- Meeting with Programming Team for chapter events
- Promoting March event to other region chapters
- Connect with Spring Conference Speaker Lisa Lamor from City of Mpls
- Select 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: 02/2019

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

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.
  - o Contacted Mill City for May event (ruled out due to school traffic)
  - o Contact Russian Museum for May event (waiting for response)
- Connected with February speaker and verified flight and hotel arrangements.
- Connected with Courtyard Marriott with AV requirements and meal count.
- Met with President and secretary for pre-planning meeting.
- Updated GMAIL Account
  - o Removed all Unsubscribe requests from Gmail account
  - o Added Local ARMA members from Intl mailing list.
  - o Updated new potential members.
- Distributed reminders for February, March, Spring Conference and call for sponsors to current and potential members.
- Distributed Nebraska speaker invitation to members and potential members
- Continued personal outreach for potential members and board member recruitment
- Updated Board succession planning document with board feedback and redistributed for review prior to February meeting.

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.

Name: DeAnna Lilienthal



TC ARMA Monthly Progress/Results

MM/YYYY: 01/2019

Committee or Office: Treasurer

Identify the Strategy(s) that was focused on:

Targets/tasks achieved in last month:

- Purchase airline tickets with chapter charge card for Philip D - Spring Conference Speaker.
- Complete December Financials and forward to Board via email.
- Create/Publish Sponsor Registration for Spring Conference in Eventbrite and notified President.
- Create/Publish February Meeting in Eventbrite and notified President.
- Review Scholarship Paperwork.
- Process refund for December 11, 2018 Webinar Participant.
- Update February Meeting in Eventbrite with details found on Speaker Form.
- Review Board Succession Planning
- Modify Spring Conference for Sponsor (NO for swag ?) what to do if paying by check
- Programming Conference call

Issues:

Targets/tasks for next month:

Comments:

## TC ARMA Monthly Progress/Results

Date of Report: 02-06-2019

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. Reminder email about registering for sessions was sent out while Sue is on PTO
  - c. Prepared presentation about Gmail recommendations and using Google Drive for retention of documents
  
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: Update Membership Spotlight, Expiring Memberships, Constant Contact Presentation

Targets/tasks achieved in last month: All above

Issues: N/A

Target/Tasks for next month: ARMA Recruitment Meeting and Implementation, Get committee members back involved with Membership.

Comments: None



TC ARMA Monthly Progress/Results

MM/YYYY: \_\_\_\_\_ 02/04/19 \_\_\_\_\_

Committee or Office: \_\_\_\_\_ Business Relations Director \_\_\_\_\_

Identify the Strategy(s) that was focused on:

\_\_\_ Finding sponsors for the spring conference \_\_\_\_\_  
—

Targets/tasks achieved in last month:

\_\_\_ All past vendors have received an introductory email. Sending personal emails to each one. Calling will be next. \_\_\_\_\_

Issues:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Targets/tasks for next month:

\_\_\_ get 10 sponsors. \_\_\_\_\_  
\_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_