Event Title: March Board Meeting Minutes  
Date: Tuesday, March 12, 2019  
Time: 1:45 pm – 4:00 pm  
Location: Radisson – Roseville (2540 N. Cleveland Ave, Roseville, MN)

I. Call to Order @ 1:28 pm  
- Members in attendance: Chris Johnson, Sue Dickens, DeAnna Lilienthal, Natasha Krentz, Kevin Clark, Ranelle Brown, Jennifer W. Witt (leave by 2:30pm)  
- Members absent: none  
- 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):  
  i. In a holding pattern on scheduling IGP/CRM training  
- Membership Director (Kevin Clark): see attached  
- Business Relations Director (Ranelle Brown):  
  i. Has been calling and emailing to get sponsors for Spring Conference.  
  ii. imbl (Imaging Business Machines, L.L.C.) has inquired about shipping to the Arboretum.  
  iii. Need to tell Platinum speaker they have 15 minutes they can make a presentation at the Spring Conference.
- Past-President (vacant): n/a  
- Assistant Treasurer (open): n/a  
- Communications Director (open): n/a  
- Programming Director (open): n/a  
- Web Master (open): n/a  
- Member At-Large: n/a

III. Minutes:  
- February Minutes:  
  i. Discussion:  
    1. On page 2, Section V. Old Business/Business Relations Plan, ii.2., spell out ARM-MN  
  ii. Vote:  
    1. Motion to approve made by: Sue Dickens  
    2. Seconded by: Jennifer W. Witt  
    3. Result: vote passed unanimously with correction

IV. Treasurer’s Report:  
- February Financials:
i. Discussion:
   1. Expense for Constant Contact was taken completely out of Membership because there is no budget available in Business Relations.
   2. No checks outstanding.
   3. We are very conservative on what we are spending so far this year.

ii. Vote:
   1. Motion to approve made by: Sue Dickens
   2. Seconded by: Ranelle Brown
   3. Vote: vote passed unanimously

- 2019-2020 Budget Proposals
  i. DeAnna will send budget sheets with current year expenses.
  ii. All need to review and send a 2019-2020 budget proposal to DeAnna by April 15, 2019.
  iii. If no response, it will be assumed you have no changes.
  iv. Budget proposal will need to be approved at May board meeting.

V. Old Business:

- Electronic Vote:
  i. Motion by Kevin Clark to purchase a 3 month trial period of Constant Contact.
  ii. Amended by DeAnna Lilienthal to purchase a 6 month trial period based on financial calculations and budget timeline.
  iii. Seconded by Ranelle Brown
  iv. Vote by email initiated on Thursday, February 22, 2019.
  v. Vote concluded and results emailed on Monday, February 25, 2019
     1. Vote: unanimously passed.

- Constant Contact Action Plan / Update
  i. Purchased by DeAnna on 02-27-2019.
  ii. Logins created for Kevin, Chris, Sue, Eric.
  iii. Kevin has the administration rights for adding users.
  iv. Kevin reminded users that any changes made to templates, etc. are permanent. Recommendation is to create your own copy first.
  v. Kevin will put together basic instructions on the use and set up, and how to manage account and users.

- Schedule April Board Meeting
  i. No board meeting will be scheduled. If any issues arise, they will be communicated via email to Board members.

- Business Relations Plan Update
  i. Spring Conference Sponsors:
     1. Platinum: MicroFocus
     2. Silver: Mid-America
     3. Bronze: BDRS (and AM break), ARM-MN, ibml, NAGARA
     4. Potential: MHIMA (Reciprocal Booth)
  ii. General plan for next year is still being worked on.

- Succession Plan Update
  i. This is posted online.
  ii. Chris and Sue have been asking people. All Board members are reminded that they have a responsibility to recruit members to the Board.

- Programming Team Update
i. Spring Conference
   1. 38 people are currently registered for the conference; this is more than was registered last year at this time.
   2. Giveaways:
      a. From Vendors:
         • Ranelle will communicate with vendors to inquire about their intentions for drawings and door prizes
      b. From Speaker:
         • Speaker Jeff Barnes is donating 100 of his books to attendees
      c. From Chapter:
         • The Chapter will give away a book that was purchased upon recommendation by the February speaker (door prize)
         • Escape Room Kit (door prize or drawing from interested only)
         • Free 2020 Vendor Registration (door prize)
         • Three Free Registrations for May Meeting (door prize)
         • Four $25 Gift Cards – for charity raffle tickets

ii. May Session
   1. Venue: yet to be determined
   2. Topic: to be determined based on the venue

   NAGARA Update (July 18-20) (St Paul, MN)
   i. (https://nagara.org/AnnualConferences/Annual_Conferences_Home/Annual%20Conferences/Home.aspx?hkey=623f85c9-0769-4762-ab57-ca49e55fc1e5)
   ii. $350 for members, $450 non-members. (Early Reg Prices)
   iii. Need to find answers to the following questions: Can we attend the ICRM course without attending NAGARA, or without being a member of NAGARA?

   MHIMA Update (May 1-3) (Duluth, MN)
   i. (http://www.mnhima.org/conferencesandevents/annualmeeting.html)
   ii. Our Chapter and MHIMA are doing booth swaps at this year’s conferences.
      1. Ranelle will get us registered as a vendor.
   iii. We need to decide who will be attending
      1. Need to be set up by 9:00 am on Wednesday.
      2. Need to be there until 3:30 on Thursday.
   iv. Cost of travel is to be reimbursed and charged to the Public Relations budget.

VI. New Business:
   • Region President’s Call Update (Chris)
      i. Mile High Denver Chapter invited TC Chapter member Dynessa Nordrum to speak.
      ii. North Dakota Chapter invited TC Chapter members Ben Greene and Monica Crocker as speakers.
      iii. Nebraska had the paralegal association as speakers.
      iv. Central Missouri had the State Highway Patrol speak.
   • Discuss plans for IGP/CRM Training event
      i. ICRM is holding a CRM Prep Course at NAGARA in St Paul, MN, on July 16th
         1. $229 for full day course.
         2. $129 for half day course.
      ii. Due to this, we do not want to schedule a prep course during Fall 2019 and instead propose that we budget to buy the package in January/February 2020 and plan to hold
the session in 2020. Current idea is to make the 2020 Spring Conference a two-day event: one day for training, and one day for Spring Conference.

iii. Chris will update our website to promote the ICRM/NAGARA Prep workshop that is being offered.
iv. Sue will add ICRM/NAGARA workshop announcement in next email blast to members.

- Discuss Library administration
  i. Best practices for managing the chapter’s library assets was discussed and how to best utilize BDRS resources.
  ii. Kevin to set up a BDRS login for Jennifer.
  iii. Jennifer and Natasha to meet to train on usage.

- Attendance at Regional Leadership Conference (July 18-20) (Omaha, NE)
  i. (https://armanebraska.starchapter.com/meet-reg1.php?id=37)
  ii. Discussion occurred on who should (and could)
    1. Chris proposed that the Chapter send three people, and that we should register and book our travel as soon as possible.
    2. Natasha, Ranelle, Sue indicated they were interested.

- Attendance at International (Oct 21-23, 2019)
  i. At a Board meeting last year, it was discussed sending the President Elect and the Chapter member of the year. Until a bylaw change is made, the Chapter will fund sending the President and the Chapter member of the year.
  ii. Questions were raised about the new registration process being used by ARMA HQ. It is not clear when the Early Bird rates change to Full Price rates.
  iii. As Chapter President in 2019-2020, Sue Dickens will register to attend.
  iv. Chapter Member of the Year has not been selected yet.
  v. Natasha is going courtesy of her employer.
  vi. Ranelle is seeking support to go through her employer.

- Company of the Year Application/Review Process
  i. Application is on the webpage under programing year.
  ii. Sue to send out email to membership.
  iii. Chris to make webpage announcement.

- Chapter Elections
  i. Vote needs to be sent out in May so new people can be invited to the June transition meeting.
  ii. President-Elect and Treasurer are the positions that need to be voted on this year.

- Report about Chapter Training Session: Session in a Box (Natasha)
  i. Proposal was made to use this as a recruiting tool at our MHIMA booth.

- Report about meeting with Tom Motzel, AIIM, Iron Mountain (Natasha)
  i. Natasha reported on meeting with the President of the MN AIIM chapter. She will continue to reach out and see if we can partner on anything.

VII. Future Business
- TBD: Retention Schedule Review and Update
- TBD: Bylaws Review and Update

VIII. Meeting Adjourned @3:53 pm
• Motion by: Sue Dickens
• Seconded by: Ranelle Brown
• Vote: vote passes unanimously

Next Board meeting will be May 14 unless otherwise informed.
Topics tabled until May:
• Board elections results
• Chapter member of the year result
• Chapter budget/spending plan
• Constant Contact operating instructions
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
- Posted Conference speaker bio
- Reviewed Constant Contact application
- Recruited a candidate for Communications Director position

Issues:
- Ongoing vacant Board positions
- Decreasing chapter membership

Targets/tasks for next month:
- Meeting with Programming Team for chapter events
- Promoting Spring Conference
- Recruit Programming Director position
- Organize/coordinate chapter elections

Comments:
- Need to do recognition and thank you to Board Chair at Spring Conference.
TC ARMA Monthly Progress/Results

MM/YYYY: 03/2019

Committee or Office: President Elect/Sue Dickens (03/04/19)

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.
  - Contacted Russian Museum for May. They can host and provide semi-private tour but do not have meeting room and lunch options
  - Contacted Minneapolis Museum of Art and waiting for reply on specifics. It appears on their site that they do have meeting rooms and a restaurant on site. Admission is free and free parking options. I am waiting for response on meeting room cost and tour details.
- February speaker fees submitted for reimbursement.
- Met with President and secretary for pre-planning meeting.
- Updated GMAIL Account
  - Removed all Unsubscribe requests from Gmail account
  - Added Local ARMA members from Intl mailing list.
  - Updated new potential members.
- Distributed additional reminders for March, Spring Conference, thank you acknowledgment to Platinum sponsor and call for sponsors to current, and potential member distribution lists.
- Continued personal outreach for potential members and board member recruitment.
- Robin Person was added to member list. I have another potential new member who is interested in a board position too. Will follow-up.
- Board succession planning document was posted on website.
- Retractable tabletop banner has been designed and ready to order.

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.
DeAnna Lilienthal

TC ARMA Monthly Progress/Results

Committee or Office: Treasurer

Identify the Strategy(s) that was focused on:

Targets/tasks achieved in last month:
- Process payment for Eventbrite.
- Started work on January (To Do List).
- Worked with sponsors (BDRS, ARM-MN, MicroFocus) to assist them with Spring Conference registration.
- Ordered 2 books from Amazon (Empowering Yourself: The Organizational Game Revealed). 1 book to TC-ARMA Library and 1 book for giveaway at Spring Conference.
- Processed paperwork from Courtyard following February Meeting.
- Research Retention Schedules on Chapter Link on ARMA International and sent to Natasha (review and comment back to Natasha).
- Work on Escape Room list of items needed.
- Fwd speaker form and bio to Ray Cunningham to Chris for updating website.
- Cold call from a potential vendor (Cities Digital) for Spring Conference.
- Review topics for future meetings.
- Received email from MPCA regarding Spring Conference, pricing and membership.
- Review DAV and associated paperwork for Feb Speaker Mike Francis, modify DAV Form and process/mail check
- Fixed Eventbrite for Spring Conference.
- Paid 6 months with Constant Contact.

Issues:

Targets/tasks for next month:

Comments:
TC ARMA Monthly Progress/Results

Date of Report: 03-06-2019

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. Posted January Minutes to website
   c. Send out February minutes for review.

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.

4. Targets/tasks for next month:

5. Comments:
Monthly Progress Report

TC ARMA Monthly Progress/Results

MM/YYYY:    February 2019
Committee of Office:    Membership

Identify the Strategy(s) that was focused on:    Confirming Constant Contact, Membership Drive 2019, new member strategy with Membership Committee.

Targets/tasks achieved in last month:    All above

Issues:    N/A

Target/Tasks for next month:    Identifying potential members, drafting emails for:

- Recruitment – NAGARA, ALAMA, MINGRIN, MNSCU
- New Member
- Member Renewals
- Expiring Memberships

Identify and set-up logins for committee members that need Constant Contact login.

Train anyone interested in learning more about CC

Help Create E-Mail templates to other departments.

Comments:    We will be contacting new members, expiring members, 099 members each month.