



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 programming 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

Name: Chris Johnson



TC ARMA Monthly Progress/Results

MM/YYYY: 02/2019

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
- 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.
 - o Contacted Russian Museum for May. They can host and provide semi-private tour but do not have meeting room and lunch options
 - o 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
 - o Removed all Unsubscribe requests from Gmail account
 - o Added Local ARMA members from Intl mailing list.
 - o 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.

Name: DeAnna Lilienthal



TC ARMA Monthly Progress/Results

MM/YYYY: 02/2019

Committee or Office: Treasurer

Identify the Strategy(s) that was focused on:

Targets/tasks achieved in last month:

- Process payment for Eventbrite.
- Start work on January Financials.
- Worked with sponsors (BDRS, ARM-MN, MicroFocus) to assist them with Spring Conference registration.
- Completed January Financials and sent via email to BOD.
- Review Constant Contact info from Kevin.
- Contact Courtyard with numbers for 2/12/2019 meeting.
- Print March and Spring Conference Info and brought to Feb meeting as flyers on table.
- Generate receipt and send via email to Martha at BDRS.
- Review Annie Aryavong and Jasmina Bender info and forward to Kevin. (membership is expired)
- Order 2 books from Amazon (Empowering Yourself: The Organizational Game Revealed): 1 book to TC-ARMA Library and 1 book for giveaway at Spring Conference.
- Process paperwork from Courtyard following February Meeting.
- Research Retention Schedules on Chapter Link on ARMA International and send to Natasha (review and comment back to Natasha)
- Work on Escape Room list of items needed.
- Fwd speaker form and bio for Ray Cunningham to Chris for updating website
- Cold call (email) to a potential vendor (Cities Digital) for Spring Conference.
- Review topics for future meetings
- Reply to Kristan Coumeya from MPCA regarding Spring Conference, pricing and membership
- Review links to meeting topics from other chapters
- Participate in programming conference call
- Make Company of Year Application pdf fillable - update dates and return to person should be Chris Johnson with her email.
- Review DAV and associated paperwork for Feb Speaker Mike Francis, modify DAV Form and process/mail check
- Fixed Eventbrite for Spring Conference Agenda.
- 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.