



Event Title: April Board Meeting Minutes

Date:

Time:

Location:

No board meeting occurred during April.

However, attached are the Board Reports for April.

Name: Chris Johnson



TC ARMA Monthly Progress/Results

MM/YYYY: 03/2019

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 - prepared a draft calendar of topics
- Posted Conference updates
- Confirmed conference speaker
- Confirmed Conference facilities details
- Worked on Training Presentation for conference
- Assembled escape room kits
- Reviewed 2019-2020 budget needs for President, Board Chair, and Webmaster- submitted reports to Treasurer
- wrote thank you cards to the 2 webinar presenters

Issues:

- Ongoing vacant Board positions
- Decreasing chapter membership

Targets/tasks for next month:

- Meeting with Programming Team for chapter events
- Recruitment for board vacancies
- 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: 04/2019

Committee or Office: President Elect/**Sue Dickens** (04/XX/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.
 - o Contacted NWA in Bloomington. Still waiting for answer.
- Met with President and secretary for pre-planning meeting.
- Updated GMAIL Account
 - o Updated new potential members.
- Reviewed Constant Contact for basic tutorials
 - o Created template for monthly reminders
 - o Created March newsletter/reminder
 - o Imported mailing lists from Gmail
 - o Sent first mailing from CC
 - o Send second reminder from CC for Spring Conference.
- Retractable tabletop banner ordered and received.
- Continued work on Records Escape Room kit.
- Registered for Regional Training in July
- Registered for National Conference. Agency paying for registration fee.
- Assembled conference kit with items needed during event.
- Working on script for event.

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: 03/2019

Committee or Office: Treasurer

Identify the Strategy(s) that was focused on:

Targets/tasks achieved in last month:

- Review table tents
- Process reimbursement to Sue for table tent purchase (Spring Conference)
- Process Eventbrite Payment - Feb 2019 & DAV Paperwork completed
- Print Wells Fargo Check/Saving Statements
- Print Merchant Account Statement
- Email to Radisson regarding March 12th meeting (10 attendees registered)
- Process February Financials and email to Board
- Email to Radisson regarding final count at 15
- Email to web participants via Eventbrite and from my county email address
- Work on proposed budget documents for 2019-2020 to discuss at board meeting
- Sent new sponsor (NAGARA) to Chris
- Send March 2019 WebEx attendee list to Chris
- Email members that paid annual registration, but have not registered for March Meeting (Kristine Haugland, Annie Anyavong and Jasmina Bender.
- Email sent to Chris and Kevin that news member in February will be attending our March meeting. Robin Persons as webex and Russell Walker in-person.
- Update Spring Conference Flyers for Attendees and Sponsors and send to Chris and Sue for review.
- Send 2018 sponsor info to Ranelle from Spring Conference.
- Send Budget info to Board members via email - Due 4/15/2019
- Review minutes and submit comments/updates.
- Tried to pay \$35 fee for CLE, but would not accept.
- Review Sponsor and Attendee registration - update Chris we have a new Bronze Sponsor - Underground Security Company.
- Review Budget (Membership) with Kevin and provided info from 2014 to 2019.
- Received receipt from Radisson, but changes were not reflected. Email Wendy F for assistance.
- Update Spring Conference Flyer (added Underground Security Company) and fwd to Chris to update website.
- Process check for CLE fee and will mail tonight.
- Purchase Gift Cards for Webex Speakers.



Issues:

Targets/tasks for next month:

Comments:

TC ARMA Monthly Progress/Results

Date of Report: 04-01-2019

Name: Natasha Krentz

Committee/Position: Secretary



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

2. Targets/tasks achieved in last month:
 - a. March Agenda prepared and sent out.
 - b. Posted February Minutes to website
 - c. Send out March minutes for review.
 - d. Picked up mail from mailbox on March 12th

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.
 - c. Need to review and update the Retention Schedule and Bylaws

4. Targets/tasks for next month:

5. Comments:

Monthly Progress Report

TC ARMA Monthly Progress/Results

MM/YYYY: March 2019

Committee of Office: Membership

Identify the Strategy(s) that was focused on:

Working with MNGRIN and NAGARA to get their memberships lists.

Targets/tasks achieved in last month:

Have been designing new templates to be used for:

- Expirations
- New Members
- Past Members

Issues: None

Target/Tasks for next month:

Set up campaign for recruiting NAGARA and MNGRIN members.

Comments:

TC ARMA Monthly Progress/Results

Date of Report: 04-01-2019

Name: Ranelle Brown

Committee/Position: Business Relations



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

Getting vendors

2. Targets/tasks achieved in last month:
 - a. 8 vendors attending
 - b. Prize gifts identified
3. Issues:
 - a. Need a policy on how to refund a vendor.
 - b. Need to understand vendor registration better.
 - c. Booth at MHIMA
4. Targets/tasks for next month:
5. Comments:

Krentz, Natasha

From: Witt, Jennifer W (DOT) <jennifer.w.witt@state.mn.us>
Sent: Tuesday, April 02, 2019 8:17 AM
To: Krentz, Natasha
Cc: Johnson, Chris.J (MDH)
Subject: EXT :Education Update

1. I sent in provisional budget to DeAnna (treasurer) for next year
2. Connected with Ken Clark re: library process <- still need to brush up on this, but I have the information to do so.

From: Krentz, Natasha [mailto:natasha.krentz@ngc.com]
Sent: Monday, April 1, 2019 2:35 PM
To: Johnson, Chris.J (MDH) <chris.j.johnson@state.mn.us>; DeAnna Lilienthal <deanna.lilienthal@chisagocounty.us>; Witt, Jennifer W (DOT) <jennifer.w.witt@state.mn.us>; Kevin Clark <kevinc@bdrs.com>; Krentz, Natasha <natasha.krentz@ngc.com>; Kristen Olson <kristen.olson@minneapolismn.gov>; Ranelle Brown <ranelle.brown@allina.com>; Dickens, Susan (DNR) <susan.dickens@state.mn.us>
Subject: TCARMA Board Reports Due today

Hello,
Reminder: board reports are due today. Please send them as soon as possible to at least Chris and myself.
My report is attached.
Thank

Natasha Krentz, CRM, CIP
Northrop Grumman Innovation Systems, Records Management Specialist
601 Carlson Pkwy (Suite 600), Minnetonka, MN 55305
952-351-5550 office | 952-715-2438 cell
natasha.krentz@ngc.com

Please make note of changes to my information.

you,

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