



Event Title: May Board Meeting Minutes

Date: Tuesday, May 14, 2019

Time: 1:45 pm – 4:00 pm

Location: Gammelgarden Museum (20880 Olinda Trail N, Scandia, MN 55073, USA)

- I. Call to Order @ 2:21 pm
  - Members in attendance: Chris Johnson, Sue Dickens, DeAnna Lilienthal, Ranelle Brown, Kevin Clark, Natasha Krentz
  - Members absent: Jennifer W. Witt
  - 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
  - Membership Director (Kevin Clark): see attached
  - Business Relations Director (Ranelle Brown): none
  
  - 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:
  - March Minutes:
    - i. Discussion:
      - 1. none
    - ii. Vote:
      - 1. Motion by: DeAnna Lilienthal
      - 2. Seconded by: Sue Dickens
      - 3. Result: unanimously approved
  - No Board meeting held in April.
  
- IV. Treasurer's Report:
  - March & April Financials:
    - i. Discussion:
      - 1. Comparing April to last year, our assets are down about 14K.
      - 2. Comparing last fiscal year to today, we are down 4K.
      - 3. Budget for this year was set at -19K and we are currently at -11K.
      - 4. We finally received our February escrow in April.



- a. We are curious why it takes International so long and why we don't get the recap.
  - ii. Vote:
    - 1. Motion by: Sue Dickens
    - 2. Seconded by: Kevin Clark
    - 3. Vote: unanimously approved
  - 2019-2020 Budget
    - i. Education Budget:
      - 1. If we are going to do the CRM/IGP training, we need to add on the cost for the course materials and two days for food and venue.
      - 2. Discussion was had on how many people do we think we should budget for. We decided on an average of 20 people.
    - ii. Constant Contact: will be put in budget – half from Membership and half from Business Relations.
    - iii. Other minor changes have been made to increase actual costs of things like post office, QuickBooks, etc.
    - iv. Action: If you have anything else to add to or change, contact DeAnna immediately.
- V. Old Business:
- Spring Conference Debrief
    - i. Survey Monkey results discussed.
      - 1. Highest primary reason for attending is the Session Topics.
      - 2. Highest factor to influence attendance is also the Session Topics.
      - 3. Most important element: Speakers.
  - Programming Team Update
    - i. Idea: do a session that is BDRS and a company that partners with them.
    - ii. The topic/theme is "Tools for Governance solutions.
    - iii. A calendar for the year will be presented in June.
  - Constant Contact Use Evaluation Update
    - i. The last email came to the arrangements email as a "Marketing" email this time.
    - ii. Usability is coming along.
    - iii. Importing updated ARMA membership lists: Kevin to look at.
    - iv. We did the election survey using it: 25 people clicked on it.
  - Membership Pins: we need to order some pins: 30, 35, 50 years.
  - Business Relations Plan for 2019-2020
    - i. Going to research new contacts for the companies that have no current contact.
    - ii. From Regional Presidents call, Chris got information from Denver and Ohio and Chicago chapters. One thing they all do is a meeting at the end of a program year with just the sponsors about what the next program year will be and what they get by being a sponsor.
    - iii. For comparison purposes, MHIMA has 28 sponsors, and this is low for them. They gave out a booklet that included a list of all the vendors.
  - Succession Plan Update
    - i. No one identified via the election survey.
    - ii. A few people have been approached.
  - [NAGARA](#) Update (July 18-20) (St Paul, MN)



- i. DeAnna, Chris and Eric Perlas will be attending
- [MHIMA](#) Report (May 1-3) (Duluth, MN)
  - i. Feedback: many people had never heard of us.
  - ii. It was a great outreach opportunity.
  - iii. The reciprocal booth was good; we should keep doing it.
  - iv. Idea: do a reciprocal presentation.
  - v. We should see if there are other organizations to do reciprocal booths/presentations.
- [Regional Leadership Conference](#) (July 18-20) (Omaha, NE)
  - i. Ranelle, Sue, and Natasha will be attending.
- Attendance at International (Oct 21-23, 2019)
  - i. Sue is going through TC ARMA, Natasha is going through her work, Ranelle might be going through work.
- Discuss Library administration
  - i. Chris to schedule a meeting with Jennifer, Kevin, and Natasha.
- Charity Payment needs to be finalized during this chapter year.

VI. New Business:

- Chapter Election Results
  - i. No new board members have been identified. Since no members have stepped forward for board positions, and no names were submitted during the election process for the 2019-2020 year, the current board will continue.
- Chapter Leader of the Year award: Election results were 2 votes for Chris, 1 vote for Sue, 2 votes for DeAnna – 2 people did not vote. Chapter Leader recipients receive funding to attend the ARMA International Conference. DeAnna was selected as the award recipient.
- Schedule June, July, and August Board Meetings
  - i. Tuesday, June 11<sup>th</sup> @ noon until 4:00 pm, location TBD
  - ii. Tuesday, July 9<sup>th</sup> @ noon until 4:00 pm, location TBD
  - iii. Tuesday, August 13<sup>th</sup> @ noon until 4:00 pm, location TBD
  - iv. Location Options:
    - 1. Chris will reserve some libraries for our meetings.
- Region President's Call Update (Chris)
  - i. Nothing new/helpful.
- Topic: Questions have arisen about providing all attendee information to Sponsors vs only those that elected to share info.
  - i. Chris will respond to concerned sponsors
  - ii. The Chapter operations manual states that the Chapter will not share member information until permission is given.
  - iii. The Chapter will need to review and update the Sponsorship brochure to make its position more clear.
  - iv. There is a legal requirement to provide an option to opt out.

VII. Future Business

- June Agenda Items:
  - i. Board Reports
  - ii. May Minutes



- iii. May Treasurer's Report
- iv. Vote on 2019-2020 Budget
- v. Spring Conference Debrief
  - 1. Attendance Numbers:
    - a. 2019 results:
    - b. 2018 for comparison: 76 attendees, 6 vendors, 4 speakers
    - c. 2017 for comparison: 74 attendees, 4 speakers, 11 vendors
  - 2. Revenue:
    - a. 2019 results:
    - b. 2018 for comparison: \$12,030
    - c. 2017 for comparison: \$13,980
  - 3. Profit:
    - a. 2019 results: approximately \$1100 loss
    - b. 2018 for comparison: \$1,651.64
    - c. 2017 for comparison: \$2,292.02
- vi. Review Annual Report for 2018-2019
- vii. Chapter Awards to International
- viii. Charity Update
- ix. Outgoing Board Member Follow-up
- x. Election Results
- xi. New Board Member introductions
- xii. Open Board Positions
- xiii. Review Annual Programming Plan
- July Agenda Items:
  - i. Board Reports
  - ii. June Minutes
  - iii. June Treasurer's Report
  - iv. Discuss plans for IGP/CRM Training event
  - v. Review Operating Procedures and Timelines
  - vi. Review Proposed changes to:
    - 1. Retention Schedule Review and Update
    - 2. Bylaws Review and Update
  - vii. Choose Chapter Charity
  - viii. Review Annual Programming Plan
  - ix. Group Photo
- August Agenda Items:
  - i. Board Reports
  - ii. July Minutes
  - iii. July Treasurer's Report
  - iv. Vote on Proposed changes to:
    - 1. Retention Schedule Review and Update
    - 2. Bylaws Review and Update
  - v. Regional Conference Report
  - vi. Review Annual Programming Plan
  - vii. Update Strategic Plan for 2019-2020



- VIII. Meeting Adjourned @ 3:56 pm
- Motion by: DeAnna Lilienthal
  - Seconded by: Ranelle Brown
  - Vote: unanimously approved

Name: Chris Johnson



TC ARMA Monthly Progress/Results

MM/YYYY: 04/2019

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
  - reviewed draft calendar of topics, scheduled next meeting
- Introduced conference speaker
- Presented Chapter updates to conference attendees
- Assembled additional escape room kits with President Elect and Treasurer
- Wrote thank you card to Phil Droege, conference speaker
- Collaborated with Membership Director on development of board election survey
- Attended MRM President's conference call
- Attended Chapters conference call hosted by Milwaukee Chapter
- Initiated Chapter Leader award process

Issues:

- Sponsorship issues raised by vendors at Conference
- Ongoing vacant Board positions
- Decreasing chapter membership
- Update bylaws
- Explore video conference options (i.e., subscription service, use of equipment at a Chapter member location, etc.)
- Develop a marketing campaign using Constant Contact

Targets/tasks for next month:

- Meeting with Programming Team for chapter events - confirm September speaker and venue
- Recruitment for board vacancies
- Attend MHIMA conference to represent TC ARMA in Duluth
- Finalize chapter elections
- Finalize Chapter Leader award process
- Prepare Chapter annual report
- Prepare June board transition meeting

Comments:

- Follow up on Library management - did training occur?



## TC ARMA Monthly Progress/Results

MM/YYYY: 04/2019

Committee or Office: President Elect/Sue Dickens (05/06/19)

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.
- 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 April conference and May newsletter/reminders
  - o Imported mailing lists from MHIMA
- 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.
- Emceed spring conference
- Took photos throughout Spring Conference and loaded to WordPress
- After no response from repeated contact requests with Minneapolis Museum of Art and no meal options with Russian Museum, I contacted the Gammelgarden Museum in Scandia for May meeting. They can host and provide private tour with Swedish lunch option.

Targets/tasks for next month:

- Provide backup coverage and assignments as needed for open positions.
- Attend MHIMA Conference with President on behalf of TC ARMA Chapter.
- Purchased an aluminum easel for monthly meetings.
- Continue programming planning for monthly meetings and spring conference.
- Finalize May meeting venue
- Continue monthly operational tasks and preparation for board meetings.







Name: \_\_\_\_\_

TC ARMA Monthly Progress/Results

MM/YYYY: \_\_\_\_\_

Committee or Office: Business Relations

Identify the Strategy(s) that was focused on:

- March Financials - complete & email to Board
- Update Spring Conference Flyer - add MHIMA
- Update Welcome Powerpoint for Spring Conference
- Update Winner Powerpoint for Spring Conference
- Email Speakers (Jeff and Ray) regarding Spring Conference
- I did tons more, but did not have access to this form as I was doing things to update as I went along and it will take me too much time to recap.

Targets/tasks achieved in last month:

Issues:

Targets/tasks for next month:

Comments:

## TC ARMA Monthly Progress/Results

Date of Report: 05-01-2019

Name: Natasha Krentz

Committee/Position: Secretary



1. Identify the Strategy(s) that was focused on:
  
2. Targets/tasks achieved in last month:
  - a. Sent our March minutes for review multiple times.
  - b. Picked up mail from mailbox on April 9<sup>th</sup>
  - c. Created agendas for May, June, July and August Board meetings
  - d. Had an agenda meeting with Chris Johnson on April 29<sup>th</sup>
  
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.
  - c. Need to review and update the Retention Schedule and Bylaws
  
4. Targets/tasks for next month:
  
5. Comments:

# Monthly Progress Report-May

## TC ARMA Monthly Progress/Results

MM/YYYY: May 2019

Committee of Office: Membership

Identify the Strategy(s) that was focused on:

A little bit of everything.

Targets/tasks achieved in last month:

- May Member Profile
- Constant Contact Templates
- New Member Recruitment Initiative
- Library Retrieval and Updates
- Phone Meeting With Jennifer
- Attendee List ARMA Spring Conference
- New Member – Lindsay Meulners – Wells Fargo

Issues: None

Target/Tasks for next month:

Joining Communications with Membership.

Comments: Discussion of Spring Conference