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.
  v. We should explore 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 11th @ noon until 4:00 pm, location TBD
  ii. Tuesday, July 9th @ noon until 4:00 pm, location TBD
  iii. Tuesday, August 13th @ 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 Droegge, 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
  - Updated new potential members.
- Reviewed Constant Contact for basic tutorials
  - Created template for monthly reminders
  - Created April conference and May newsletter/reminders
  - 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 9th
   c. Created agendas for May, June, July and August Board meetings
   d. Had an agenda meeting with Chris Johnson on April 29th

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-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 – Linsdsay Meulners – Wells Fargo

Issues: None

Target/Tasks for next month:

Joining Communications with Membership.

Comments: Discussion of Spring Conference