



Event Title: June Board Meeting Minutes

Date: Tuesday, June 11, 2019

Time: 12:00 pm – 4:00 pm

Location: Shoreview Public Library (4560 N Victoria St, Shoreview, MN 55126)

- I. Call to Order @ 12:24 pm
 - Members in attendance: Chris Johnson, Sue Dickens, DeAnna Lilienthal, Ranelle Brown, Kevin Clark, Natasha Krentz, Jennifer W. Witt
 - 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): see attached
 - 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:
 - May Minutes:
 - i. Discussion:
 1. none
 - ii. Vote:
 1. Motion to approve made by: DeAnna Lilienthal
 2. Seconded by: Ranelle Brown
 3. Vote: unanimously approved

- IV. Treasurer's Report:
 - May Financials:
 - i. Discussion:
 - ii. No checks outstanding.
 - iii. One more month, then we close out the year.
 - iv. Vote:
 1. Motion to approve made by: Jennifer W. Witt
 2. Seconded by: Sue Dickens



3. Vote: unanimously approved

V. Business:

- Vote on 2019-2020 Budget
 - i. Discussion:
 - 1. Change Membership Dues income from \$8300 to \$4500
 - 2. No one has any other changes to make.
 - ii. Motion to approve made by: Natasha Krentz
 - iii. Seconded by: Ranelle Brown
 - iv. Vote: unanimously approved
- Spring Conference Debrief
 - i. Attendance Numbers:
 - 1. 2019 results: 58 attendees, 3 speakers, 7 vendors (12 people)
 - 2. 2018 for comparison: 76 attendees, 6 vendors, 4 speakers
 - 3. 2017 for comparison: 74 attendees, 4 speakers, 11 vendors
 - ii. Revenue:
 - 1. 2019 results: \$12,040 (\$4890 was from vendors)
 - 2. 2018 for comparison: \$12,030
 - 3. 2017 for comparison: \$13,980
 - iii. Profit:
 - 1. 2019 results: \$1247.69 loss
 - 2. 2018 for comparison: \$1,651.64 gain
 - 3. 2017 for comparison: \$2,292.02 gain
 - iv. Discussion Recap of conference.
- Monthly Recaps of Programming
 - i. September: at Best Western – 20 people plus speaker – \$1800 loss
 - ii. October: at Marriott – 26 people, 5 were panelist - \$500 loss
 - iii. November: at Radisson – 17 people - \$1000 loss
 - iv. December: at Radisson – 15 in person plus 6 WebEx locations and 3 non-member locations - \$600 loss
 - v. February: 8 people in person - \$800 loss
 - vi. March: 15 attended, 9 WebEx, 3 non-member WebEx - \$100 loss
 - vii. May: 18 people, \$200 profit
 - viii. Budgeted for \$10K loss, Actually only have \$4K loss
- Discussion about books that are checked out from the library.
 - i. Jennifer to send information for Kevin to send out via Constant Contact to members about missing books, donation of books, feedback on drawing for free books at meetings.
- Discussion about giving away books versus giving away a gift certificate to the ARMA bookstore. Jennifer will find out if the bookstore has gift certificate capability, and if our members would be interested in it.
- Membership
 - i. Currently have 107. Down from 120 last year.
 - ii. New Member – Nicole Engler (General Mills)
 - iii. Let's reach out to former members to see if they are interested in rejoining.
- Membership Registration Issues that need to be posed to ARMA Headquarter:



- i. When members register with ARMA International, they are having great difficulty finding how to also register for their local chapter.
 - ii. Why does it take so long to get our new members added to the ARMA website? This should be done either automatically, or at least weekly.
 - iii. Why does it take so long to get the chapter dues sent to the chapters?
 - Discussion about the leaving of Jocelyn Gunter as ARMA International President.
 - Review Annual Report for 2018-2019
 - i. Feedback:
 - 1. December and March should say they were WebEx meetings.
 - ii. The report will be edited, posted on the website, and sent out to membership.
 - Chapter of the Year Award
 - i. Nomination was received from MNDOT. MNDOT will be asked to rewrite focusing on the project details and how this project improved the RIM program and return it by the end of June 2019 to the Board.
 - ii. We will plan to have MNDOT present about this Maturity Model project for the September 2019 meeting.
 - 2018-2019 Charity Closing Actions
 - i. Sue will deliver the donations to the Golden Valley Humane Society this month.
 - ii. Donation check was sent to Golden Valley Humane Society last month.
 - iii. Feedback: We are fairly unhappy with the Golden Valley Humane Society's enthusiasm for our support, and do not recommend supporting this organization in the future:
 - iv. Proposal for 2019/2020 Charity: The Sheridan Story – a combatting child hunger program.
 - Open Board Positions
 - i. Discussion about how we can socialize what the positions are and do.
 - 1. Add snippets to every email newsletter about the positions and duties.
 - 2. Board positions are good to have on a resume.
 - Review Annual Programming Plan (Draft)
 - i. The Sessions
 - 1. September – Case Study: MNDOT Information Governance Maturity Model Assessment
 - 2. October – Case Study: Allina RIM – Corporate Acquisitions, Paper & Electronic Conversions, and Paper Reduction Project
 - 3. November – Case Study: Defensible Deletion
 - 4. December – Case Study: Kevin and Natasha topic to be determined by July 1st
 - 5. February – not yet confirmed
 - 6. March – not yet confirmed
 - 7. April – not yet confirmed
 - 8. May – 3M Tour – not yet confirmed
 - ii. IGP and CRM credit pre-approval
 - 1. As soon as the one-page PDFs are ready, Jennifer will send them in.
 - iii. Should we incorporate the IGP/CIP/CRM Training session into the schedule?
 - 1. We will send out an interest collection email to all our lists describing the three certifications.
- VI. Meeting plans for July and August
 - Hard stop by 3pm for Jennifer
 - Lunch for July will be Noodles & Company



- Location for July will be Shoreview Library
- Lunch for August will be Panera
- August location will also be the Shoreview Library

VII. Future Business

- 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 @ 2:19 pm

- Motion to approve made by: DeAnna Lilienthal
- Seconded by: Jennifer W. Witt
- Vote: unanimously approved

Name: Chris Johnson



TC ARMA Monthly Progress/Results

MM/YYYY: 05/2019

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
 - speaker contacts, scheduled next meeting
- Attended chapter library management training

Issues:

- Ongoing vacant Board positions
- Decreasing chapter membership

Targets/tasks for next month:

- Meeting with Programming Team for chapter events - confirm September speaker and venue
- Prepare Chapter annual report
-

Comments:



TC ARMA Monthly Progress/Results

MM/YYYY: 05/2019

Committee or Office: President Elect/Sue Dickens (06/03/19)

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
- Met with President and secretary for pre-planning meeting.
- Updated Constant Contact with new potential members.
- Retractable tabletop banner ordered and received.
- Worked on 2018-2019 Annual Report
- Worked on Milwaukee Programs Summit spreadsheet
- Took photos at May meeting

Targets/tasks for next month:

- Provide backup coverage and assignments as needed for open positions.
- Prepare for Regional Meeting in July
- Continue programming planning for monthly meetings and spring conference.
- Continue monthly operational tasks and preparation for board meetings.

Name: DeAnna Lilienthal



TC ARMA Monthly Progress/Results

MM/YYYY: 05/2019

Committee or Office: Treasurer

Identify the Strategy(s) that was focused on:

- April - complete financials & email to Board
- Process DAV to Sue for MHIMA Conference
- Started working on Meeting and Spring Conference Recaps
- Process Deposit and DAV's
- Order pins for Membership
- Review Company of Year Application

Targets/tasks achieved in last month:

Issues:

Targets/tasks for next month:

Comments:

TC ARMA Monthly Progress/Results

Date of Report: 06-03-2019

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 May minutes for review.
 - b. Posted March Minutes and April Board Reports to website
 - c. Picked up mail from mailbox on May 14th
 - d. Reviewed agendas for June, July and August Board meetings with Chris Johnson and Sue Dickens on June 3rd
 - e. Created June, July, and August lunch plan and discussed with Chris and Sue

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:
 - a. Need to review and update the Retention Schedule and Bylaws

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 Updated
- Library Retrieval and Updates
- Phone Meeting With Jennifer
- New Member – Rachel Maki – Great River Energy

Issues: None

Target/Tasks for next month:

Joining Communications with Membership.

Comments:



TC ARMA Monthly Progress/Results

MM/YYYY: _____

____ 05/2019 _____

Committee or Office: _Education Director/Jennifer Witt (06/03/19)_____

Targets/tasks achieved in last month:

Reviewed manual Online to make sure it's correct

Received Library training from Kevin Clark

Sent updated library holdings to Chris to post on website

Targets/tasks for next month:

- TBD