



Event Title: July Board Meeting Minutes

Date: Tuesday, July 09, 2019

Time: 12:00 pm – 4:00 pm

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

- I. Call to Order @ 12:30 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:
 - Past-President (Chris Johnson):
 - President (Sue Dickens):
 - i. Officer Update Form has been submitted to international
 - Treasurer (DeAnna Lilienthal): see attached
 - Secretary (Natasha Krentz): see attached
 - Education Director (Jennifer W. Witt):
 - Membership Director (Kevin Clark):
 - Business Relations Director (Ranelle Brown):

 - President-Elect (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:
 - June Minutes:
 - i. Discussion:
 - 1. none
 - ii. Vote:
 - 1. Motion to approve made by: Chris Johnson
 - 2. Seconded by: DeAnna Lilienthal
 - 3. Vote: unanimously approved

- IV. Treasurer's Report:
 - June Financials:
 - i. Discussion:
 - 1. Escrow report has not been received yet, therefore June Financials are not finished yet. (Issue: every month, DeAnna has to ask them for the information.)
 - 2. Review and vote postponed to August Meeting.
 - Constant Contact budget discussion



- i. Motion to approve an additional \$147 to Membership and \$147 to Public Relations.
- ii. Motioned by: Chris Johnson
- iii. Seconded by: Jennifer W. Witt
- iv. Vote: unanimously approved

V. Business:

- Discuss plans for IGP/CRM Training event
 - i. Wisconsin Milwaukee chapter is interested in partnering with us.
 - ii. North Dakota is interested in partnering with us.
 - iii. Jennifer will follow up with interested Chapters.
- Review Operating Procedures and Timelines
 - i. Board Members to review and report back in August.
 1. Review your section you are responsible for to ensure it matches your position description.
 2. All members to review the open positions and sections 9 thru 22.
 - ii. Send comments and proposed changes to Chris Johnson by July 31st.
- Regional Conference Attendees
 - i. Motion to send Sue, Ranelle and Natasha
 1. Motion by: Chris Johnson
 2. Seconded by: Jennifer W. Witt
 3. Vote: unanimously approved
- Review Proposed changes to:
 - i. Retention Schedule Review and Update
 1. Natasha and DeAnna have not created recommendations yet.
 2. The schedule needs updating to reflect our current status.
 3. Natasha and DeAnna plan create a draft retention schedule by the end of August.
 - ii. Bylaws Review and Update
 1. Bylaws were last updated in October 2013.
 2. Jennifer and Sue to review Bylaws compared to Operating Procedures and Position Descriptions, and create a draft update by the end of August.
 3. Jennifer and Sue to determine timeline for approval.
- Choose Chapter Charity
 - i. Kevin to send an email that the Board is recommending this year's charity as The Sheridan Story, or members may write in another option to consider.
 - ii. Idea suggested to do a volunteer event sometime during the year as part of a meeting day.
- Company of the Year
 - i. Second Draft submission accepted. MNDOT will present at the September meeting.
 - ii. Motion to accept MNDOT as Company of the year
 1. Motion by: DeAnna Lilienthal
 2. Seconded by: Ranelle Brown
 3. Vote: unanimously approved
 - iii. Chris to contact MNDOT and gather speaker information for the program schedule.
 - iv. Chris to order Company of the Year plaque.
- Review 2019/2020 Programming Plan



- i. September thru December is set
 - ii. No membership meeting in January
 - iii. Still working on February, March, and May
 - iv. April will be at the Arboretum in Chaska
 - v. Annual registration will be available before the end of July.
 - vi. Suggestion for Speaker: Andrew Ysasi, who manages the IG GURU listserv
 - vii. Website has been updated with the information to date.
- Group Photo
 - i. Group vs Individual Photos
 - 1. Board members to submit a photo to Chris Johnson before the August meeting, or a photo will be taken at the August meeting.
- Outstanding Tasks:
 - i. Kevin to make a list of current ARMA books checked out and include return request in a newsletter.
 - ii. Jennifer to include request for donation of books for giveaways or library additions in a newsletter.
 - iii. Jennifer to check if gift certificates can be purchased through the ARMA Bookstore.
 - iv. Kevin to reach out to former members to see if they are interested in rejoining.
- Other Information and Tasks:
 - i. Please include in the Newsletter that Ranelle has a \$799 registration for InfoCon (October 20-23) that she would like to transfer to someone.
 - ii. Sue will collect more information about the Leadership Summit happening at InfoCon.
 - iii. Local Membership Registration continues to be a problem. Members having difficulty finding local chapter when registering with ARMA International.
 - iv. Keven reported that ARMA International is working with a 3rd party on a Vendor promotion, but had not communicated with Chapter Leadership. In addition, private contact information was released without consent. Sue will bring forward at the Regional Leadership Conference.
- Meeting Sponsors
 - i. What do we want to do this year?
 - 1. Meeting Gift Cards for the Charity Raffle?
 - 2. Meeting with vendors to work on business relationships?
 - 3. Advertising Items for companies?
 - 4. Other?

VI. Future Business

- August Agenda Items:
 - i. Board Reports
 - ii. July Minutes
 - iii. June and July Treasurer's Report
 - iv. Regional Conference Report
 - v. Review Annual Programming Plan
 - vi. Update Strategic Plan for 2019-2020
 - 1. Review current plan prior to August Meeting
- August Meeting



- i. Lunch from Panera
- ii. Location is Shoreview Library

- VIII. Meeting Adjourned @ 2:26 pm
- Motion to approve made by: Natasha Krentz
 - Seconded by: Chris Johnson
 - Vote: unanimously approved

Name: DeAnna Lilienthal



TC ARMA Monthly Progress/Results

MM/YYYY: 06/2019

Committee or Office: Treasurer

Identify the Strategy(s) that was focused on:

- May - complete financials & email to Board
- Process DAV's
- Completed DRAFT Meeting and Spring Conference Recaps
- Process DRAFT Budget 2019/2020 for approval at June BOD Meeting
- Review Company of Year Application
- Attend BOD Meeting on June 11th
- Process Approved 2019/2020 Budget and send out to Directors via email
- Sent June 2015 Chapter Roster with 169 members and sent via email to Kevin Clark
- Noted that Annual Registration and Sept Mtg were created on 7/23/2018 for 2018/2019 Program Year.

Targets/tasks achieved in last month:

Issues:

Targets/tasks for next month:

Comments:

TC ARMA Monthly Progress/Results

Date of Report: 07-03-2019

Name: Natasha Krentz

Committee/Position: Secretary



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

2. Targets/tasks achieved in last month:
 - a. 06.10 – ordered lunch
 - b. 06.11 – picked up mail from mailbox
 - c. 06.11 – picked up lunch
 - d. 06.13 – sent in DAV for lunch
 - e. 06.13 – posted May minutes to website
 - f. 06.13 – sent June minutes for review
 - g.
 - h. Reviewed agendas for June, July and August Board meetings with Chris Johnson and Sue Dickens on June 3rd
 - i. 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: