



Event Title: August Board Meeting Minutes

Date: Tuesday, August 13, 2019

Time: 12:00 pm – 4:00 pm

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

- I. Call to Order @ 12:22 pm
 - Members in attendance: Chris Johnson, Sue Dickens, DeAnna Lilienthal, Kevin Clark, Natasha Krentz, Jennifer W. Witt
 - Members absent: Ranelle Brown (excused)
 - Guests: none

- II. Board Reports:
 - Past-President (Chris Johnson): see attached.
 - President (Sue Dickens): see attached.
 - 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:
 - July Minutes:
 - i. Discussion:
 - 1. none
 - ii. Vote:
 - 1. Motion to approve made by: DeAnna Lilienthal
 - 2. Seconded by: Jennifer W. Witt
 - 3. Vote: unanimously approved

- IV. Treasurer's Report:
 - June & July Financials:
 - i. Discussion:
 - 1. June – closed the year. Lost just under \$12K, but we budgeted to lose \$18K, so we did better than planned.
 - 2. July – currently more negative than the plan because of some expenses being paid earlier than planned.



3. Quickbooks went up higher than it had been last year. The price increase is due to using the budgets feature and having classes (departments), and we are using the online version so transitioning is easier. No budget change required at this time because the invoice was less than the total budget for Quickbooks and Bank Fees. A budget change may be needed later in the year depending on bank fees.

ii. Vote:

1. Motion to approve made by: Natasha Krentz
2. Seconded by: Chris Johnson
3. Vote: unanimously approved

V. Business:

- TC ARMA Gmail Account
 - i. Secretary is primarily responsible for checking and maintaining twincitiesarma@gmail.com, with the President as the backup.
 - ii. Action: Kevin to check the account for a few months to analyze the auto-reply emails.
 - iii. Email request to link to their educational resources from our webpage.
 1. Action: Sue to check on if ARMA International has a policy regarding this.
 2. Discussion included being willing to link if they become a sponsor.
- Board Photos
 - i. All photos are taken.
 - ii. Action: Chris will update the webpage.
- Charity of the Year: The Sheridan Story
 - i. Action: Sue will tell people about this at the first meeting.
 - ii. Action: Chris will put something on the webpage.
 - iii. Action: Sue will ask Ranelle to pursue getting a representative from their organization to attend a meeting and/or the Spring Conference to speak about their program.
 - iv. Action: Kevin will include a message in the next email to the membership.
- 2019/2020 Annual Registration
 - i. Discount ends at the end of August. Currently 5 people registered. 10 registered last year.
 - ii. Action: we need to advertise this again. Kevin to include a message in the next email to the membership.
- Constant Contact email lists
 - i. Discussion about who to send meeting invites to.
 - ii. Discussion about how we add emails to our email lists.
- Plan for Meeting Sponsors
 - i. Discussion about ideas on how to get sponsors committed and assigned at the beginning of the Chapters' year for the whole year, ways to market for getting sponsors, and what's included in sponsor packages.
 1. Action: Set up a subcommittee to develop a plan. Subcommittee to include Ranelle Brown, Chris Johnson, Kevin Clark, Sue Dickens. Committee Lead is Chris Johnson.
 2. Action: Kevin will include a message in an upcoming email to the membership asking for people to join this committee.



- ii. Discussion about considering who we do business with now and how do get them to be sponsors or involved at our meetings.
- September Meeting Registration for 2019 Spring Conference and MNHIMA Conference
 - i. Action: Kevin to reach out to the two 2019 Spring Conference door prize winners.
 - ii. A prize was not given at MNHIMA because we were not able to participate in MNHIMA's drawing process.
- Status of 990 Report
 - i. Has been submitted to the IRS. Because we make less than \$50K it is an easier process than it could be.
 - ii. Doing the full report is not required, but DeAnna creates is for us because it is a good report to review, captures our annual information nicely, and gives a comparison to the previous year.
- Regional Conference Report by Sue Dickens
 - i. Region Pictures for ARMA Info Con
 - 1. Action: Sue will pull pictures from our website to send in.
 - 2. Action: Sue will reach out to those in the pictures to get their permission to share.
 - ii. Feedback about our concerns with International
 - 1. Heather Layman, from HQ, offered to set up a phone call to discuss.
 - iii. Regional Leadership Fund
 - 1. A motion was made by MRM (Midwest Rocky Mountain) Region Leadership to reinstate the \$3 chapter assessment. Each chapter was directed to cast one vote by email by August 15, 2019.
 - a. Board discussion occurred. Board decided to submit a vote of "No, with protest".
- ICRM Study Pack for 2019
 - i. Chris attended the CRM Study Course hosted by NAGARA. Six people attended.
 - ii. Discussion occurred regarding the feasibility of hosting a CRM Test Prep Workshop in 2019/2020. It is recommended that we postpone it and discuss planning it for the 2020/2021 year.
- Operating Procedures Updates
 - i. page 17 – Section 14 and 15
 - 1. Action: Kevin to review and confirm what we are and aren't doing.
 - ii. Event Registration forms should include a privacy statement.
 - 1. Action: DeAnna to check on this being included on EventBrite.
 - iii. Chris has a new step to add to section 3.3 for Removal/Resignation Process.
 - iv. Action: if you have no suggested changes, email Chris saying that.
 - v. Action: if you have a question about a section that is not yours, email Chris that too.
- Review Annual Programming Plan
 - i. Fall schedule is set.
 - ii. Spring is making good progress.
 - iii. Winter/Spring Conference also is making good progress.
 - iv. Still looking for a May location/topic.
 - 1. Action: we should send out suggestion request; include what we have as requirements for the meeting/venue. Sue to write a blurb for Kevin to send out.
- ARMA InfoCon Leadership Summit



- i. All leadership listed on the forms can attend the Leadership Summit for free. In order to get this benefit, Leaders must sign up for ARMA InfoCon EXPO only or CORE registration. Leaders will have the leadership summit manually added by International to our registrations.

VI. Future Business

- Topics moved to September Meeting
 - i. Update Strategic Plan for 2019-2020
 - ii. Board Meeting Operation
- Topics added to September Meeting
 - i. Constant Contact Responsibilities
 - ii. Outstanding Books from the Library and what to do about them.

VIII. Meeting Adjourned @ 3:21 pm

- Motion to approve made by: Chris Johnson
- Seconded by: Kevin Clark
- Vote: unanimously approved

Name: Chris Johnson



TC ARMA Monthly Progress/Results

MM/YYYY: 07/2019

Committee or Office: Chair/Past 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
- Reached out to Sept, Oct and Nov speakers to finalize details for their presentations - still pending response from 2 of the speakers
- Secured April Conference location
- Attended Preplanning Board meeting with Sue and Natasha
- Completed and submitted Annual Chapter report to MRM President
- Purchased Company of the Year plaque

Issues:

Targets/tasks for next month:

- Meeting with Programming Team for chapter events
- Follow up with Oct and Nov speakers
- update website as needed

Comments:

Name: Sue Dickens



TC ARMA Monthly Progress/Results

MM/YYYY: 07/2019

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
Chapter Financial Health: Goal 7

Targets/tasks achieved in last month:

- Transition to president (including meeting with secretary and chair, etc.)
- Pre-meeting prep
- Review budget
- Attended Regional Leadership Meeting
- Continued Planning meetings to solidify monthly meetings and Spring Conference
- Research InfoCon Leadership Summit information for board members
- Review of Operating Procedure
- Review of Bylaws (compare to operating procedures and position descriptions)

Issues:

Review Gmail duties: Who and how often is account checked
Significant increase in QuickBooks: also not receiving invoice information on time

Targets/tasks for next month:

Photos for ARMA InfoCon
Photos of board members
Bi-weekly review of Gmail
Review and resolve Gmail duties
Report on Regional Leadership meeting
Vote on Regional fee
Attend Presidents call on August 23
Provide board members with Leadership Summit information for InfoCon

Comments:

Potential conflict on August 23. Will try to call in remotely

Name: DeAnna Lilienthal



TC ARMA Monthly Progress/Results

MM/YYYY: 07/2019

Committee or Office: Treasurer

Identify the Strategy(s) that was focused on:

Targets/tasks achieved in last month:

- Found budget issue with Constant Contact and requested to be placed on the July Meeting Agenda for discussion.
- Process Reimbursement to Ranelle for Regional Conference.
- Access and Print Wells Fargo checking and savings statement.
- Access and Print Merchant Account Statement.
- Process online payment (24 months) to Bluehost for website.
- Review Wordpress Account - not yet due.
- Purchase 1 yr Constant Contact
- Update budget files for constant contact
- Work with Gretchen at Radisson to reserve meeting space for November, December 2019 and March 2020
- Working on meal selection
- Create/publish Annual Registration in Eventbrite and publish to website
- Create/publish Sept Meeting Registration in Eventbrite and publish to website
- Worked with Kevin to publish news item in Constant Contact regarding Annual & Sept registration being open
- Register speakers for Sept Meeting

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. 07.08 – ordered lunch
 - b. 07.09 – picked up mail from mailbox
 - c. 07.09 – picked up lunch
 - d. 07.11 – sent in DAV for lunch
 - e. 07.15 – posted June minutes to website
 - f. 07.15 – sent June minutes for review
 - g. 07.18 thru 07.21 --- attended Regional meeting in Omaha, NE with Sue Dickens and Ranelle Brown
 - h. 08.01 --- Agenda and Meeting operation meeting with Sue Dickens and Chris Johnson
 - i. 08.06 --- Send out Agenda, Meeting reminder, and Board Report reminder

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 (due by end of August)
 - d. Need to review Strategic Plan (due by August 13th)

4. Targets/tasks for next month:
 - a. Need to review and update the Retention Schedule and Bylaws (due by end of August)

5. Comments: