



Event Title: September Board Meeting Minutes

Date: Tuesday, September 10, 2019

Time: 1:30 pm – 4:00 pm

Location: Courtyard by Marriott-Roseville (2905 Centre Point Dr, Roseville, MN 55113)

- I. Call to Order @ 1:39 pm
  - Members in attendance: Sue Dickens, DeAnna Lilienthal, Kevin Clark, Natasha Krentz, Jennifer W. Witt, Ranelle Brown
  - Members absent: Chris Johnson (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): see attached.
  - Business Relations Director (Ranelle Brown): see attached.
  
  - 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. Meeting Recap/Feedback
  - 37 people here
  - We plan to add the planned food to future meeting announcements, if we know what it is.
  
- IV. Minutes:
  - August Minutes:
    1. Discussion: none.
    - ii. Vote:
      1. Motion to approve made by: DeAnna Lilienthal
      2. Seconded by: Jennifer W. Witt
      3. Vote: unanimously approved
  
- V. Treasurer's Report:
  - August Financials:
    - i. Discussion: none.
    - ii. Vote:
      1. Motion to approve made by: Natasha Krentz
      2. Seconded by: Ranelle Brown



3. Vote: unanimously approved

VI. Business:

- Update Strategic Plan for 2019-2020
  - i. Vote
    - 1. Motion to approve Strategic plan with no changes made by: DeAnna
    - 2. Seconded by: Kevin Clark
    - 3. Vote: unanimously approved
- Proposed updates for Operating Procedures
  - i. Discussion was had about how to rewrite the Audit Committee section.
    - 1. To be discussed at November meeting
  - ii. Discussion was had about the first sentence of section 16.0
  - iii. Discussion was had about section 14.0
  - iv. Discussion was had about "Maintaining Current Mailing List"
    - 1. Natasha to send suggested edits to Chris.
- Constant Contact Responsibilities
  - i.
- Outstanding Books from the Library and what to do about them
  - i. Jennifer to run outstanding book report, reach out to find missing books, then propose a recommendation to either remove missing books from the inventory or repurchase the missing books.
- CRM Test Prep Status
  - i. Received two potential volunteers have been connected with Milwaukee.
  - ii. We will not be hosting our own CRM study group or training course this program year.
- Charity Update
  - i. A representative will be at the October meeting and the April meeting.
  - ii. Ranelle to ask if they want to stay for lunch.
- Book Store Gift Certificates / Meeting Sponsors
  - i. For October, we will use the ARMA Book Store GC and also a few smaller GC.
  - ii. All board members are asked to reach out to find sponsors.
    - 1. Jennifer to reach out to Sheppard.
- Program Year Updates
  - i. November: Microsoft is coming to talk, and is covering all his own costs and not charging a speaker fee.
    - 1. DeAnna to reserve bigger room if available.
    - 2. Ranelle to send to MNHIMA
    - 3. Let's identify who else we can send to out to.
  - ii. MicroFocus is presenting in February instead of November.
  - iii. March will be a WebEx about CyberSecurity, and there will be no speaker fees.
  - iv. Spring Conference:
    - 1. NASA – "Mars need Records Managers".
    - 2. Ann Mills
  - v. May
    - 1. Possibilities:
      - a. MN Historical Society
      - b. St Paul Cathedral
      - c. Other:



- Proposed changes to Retention Schedule
  - i. DeAnna made print outs for everyone to review.
  - ii. Discussion moved to October Meeting
- Board Meeting Operation
  - i. Reminder about courtesy regarding interruptions and side conversations
  - ii. Agenda (topics to be discussed) versus Minutes (written in order of actual discussion)
- Member Meeting Agendas
  - i. Feedback: good. Like logo being on there.
  - ii. Idea: add our open positions.
  - iii. For November's meeting reminder: add "formerly the Radisson"
- Updates from Regional/International
  - i. Sue gave us update about conversations regarding the status of an Affiliation Agreement, and Regional Financial Reports, and other discussions with ARMA International
  - ii. Updates from President's Meeting
    - 1. Motion for Chapter Assessment passed. Payment is due by 12-31-2019. (Pending receipt of invoice and other documentation.)

VII. Future Business

- Topics moved to October Meeting
  - i. Proposed updates for Operating Procedures
  - ii. Proposed changes to Retention Schedule
- Topics added to October Meeting
  - i. Regional Assessment and Affiliation Discussion
  - ii. Meeting Sponsorship Status

VIII. Meeting Adjourned @ 3:18 pm

- Motion to approve made by: Ranelle Brown
- Seconded by: DeAnna Lilienthal
- Vote: unanimously approved

Name: Chris Johnson



TC ARMA Monthly Progress/Results

MM/YYYY: 08/2019

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. - Added board member pictures, AIEF scholarship winner (a chapter member), charity information w/link, meeting announcements.
- Met with Programming Team to continue program development.
- Contacted Sept. venue for meal changes..
- Confirmed Oct. speaker and venue.
- Nov. speaker has requested a meeting change to Feb. or March. Planning committee is working on securing a Nov. speaker.
- Attended Region President's call.
- Attended Pre-planning Board agenda meeting with Sue and Natasha.
- Prepared draft Operating Procedures for Board review.
- Completed monthly report to Board.

Issues:

Targets/tasks for next month:

- Meeting with Programming Team for chapter events
- Follow up on Nov speaker(s)
- Update website as needed
- Finalize Operating Procedures

Comments:

Name: Sue Dickens



TC ARMA Monthly Progress/Results

MM/YYYY: 08/2019

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:

- Trained Education Chair on Constant Contact basic communication
- 2-3 hours of regional fee support conversations with President of ARMA regional committee
- Pursuing request for affiliation agreement between International and chapters
- Networked with chapter presidents for spring conference speaker candidates
- Pre-meeting prep
- Review budget
- Continued Planning meetings to solidify monthly meetings and Spring Conference
- Provided InfoCon Leadership Summit information to board members
- Attended chapter presidents call
- Reviewed of Bylaws (compare to operating procedures and position descriptions)
- Communicated with various board members on assignment update status
- Reviewed and forwarded Gmail account emails to appropriate board members
- Contacted ARMA International on policy concerns and alignment between international and chapter policies
- Photos for ARMA InfoCon provided by deadline

Issues:

Voting and decision process for regional support fee is concerning and not in alignment with chapter.

Targets/tasks for next month:

Bi-weekly review of Gmail  
Continue review of Regional Leadership meeting  
Discuss regional alignment  
Attend September Presidents call  
Work toward completion of operational procedures and bylaws

Comments:

Name: DeAnna Lilienthal



TC ARMA Monthly Progress/Results

MM/YYYY: 08/2019

Committee or Office: Treasurer

Identify the Strategy(s) that was focused on:

Targets/tasks achieved in last month:

- Found budget issue with QuickBooks (discussed/chat with them online) and requested to be placed on the August Meeting Agenda for discussion.
- Found Certificate Winners from 2019 Spring Conference and requested winners of September meeting registration be added to August meeting for discussion.
- Need to know who won September meeting registration from MNHIMA and also discuss at August meeting.
- 990 Report Filing Submitted and Accepted.
- Updated Membership and Public Relations budgets for Directors following Constant Contact purchase.
- Process Reimbursement to Sue and Natasha for Regional Conference.
- Access and Print Wells Fargo checking and savings statement.
- Access and Print Merchant Account Statement.
- Processed July Financials and email to Board.
- Process online payment to Bluehost & WordPress for website.
- Confirmed with Gretchen at Radisson to reserve meeting space for November, December 2019 and March 2020. Name will be changing to DoubleTree by Hilton.
- Process July Budget and fwd to BOD
- Review Operating Procedures
- Review TC-ARMA Calendar
- Review Strategic Plan
- Participate in Programming Conference Call
- Attended/participate BOD Meeting
- Review attendee count in Eventbrite and report to Chris/Sue
- Review Constant Contact email at report to Kevin, Sue, Chris regarding annual registration shows ending 09/02/2019 and should be 08/31/2019. Kevin will update.
- Review documents from Regional and commented to Sue, Chris.
- Respond to various emails from members regarding online registration.
- Process receipt to member for September meeting.
- Review eventbrite for annual/September meeting and fwd via email info to Chris/Sue.
- Working on potential speaker for March meeting.
- Worked on Retention Schedule and forward to Natasha.

Issues:

Targets/tasks for next month:

Comments:

## TC ARMA Monthly Progress/Results

Date of Report: 08-03-2019

Name: Natasha Krentz

Committee/Position: Secretary



1. Identify the Strategy(s) that was focused on:
  
2. Targets/tasks achieved in last month:
  - a. 08.12 – ordered lunch
  - b. 08.12 – picked up mail from mailbox
  - c. 08.13 – picked up lunch
  - d. 08.13 – turned in DAV for lunch at meeting
  - e. 08.13 – sent June minutes for review
  - f. 09.03 – posted June minutes to website
  - g. 09.03 --- Agenda and Meeting operation meeting with Sue Dickens and Chris Johnson
  - h. 09.03 --- 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](mailto: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 13<sup>th</sup>)
  
4. Targets/tasks for next month:
  - a. Need to review and update the Retention Schedule and Bylaws (due by end of August)
  - b. Download 2018-2019 minutes and put in Gmail drive repository
  
5. Comments:

# Monthly Progress Report

## TC ARMA Monthly Progress/Results

MM/YYYY: 08/19

Committee of Office:            Membership

Identify the Strategy(s) that was focused on: Membership Roster Maintenance/Constant Contact

Targets/tasks achieved in last month: Synch International Roster with Local Chapter, Reached out to expiring members, Constant Contact for September Meeting. Monitoring chapter gmail account. Chapter Library.

Issues:

Target/Tasks for next month: Membership chair duties, working with committee to reach out to new potential sponsors.

Comments:



## **TC ARMA Monthly Progress/Results**

Date of Report: 09-04-2019

Name: Ranelle Brown

Committee/Position: Business Relations

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

Getting vendors/Charity Organization

2. Targets/tasks achieved in last month:

- a. Contacted The Sheridan Project
- b. Updating the vendor spreadsheet

3. Issues:

- a.

4. Targets/tasks for next month:

- a. Confirm The Sheridan Project
- b. Finish the spreadsheet and contact vendors for the Spring Conference

5. Comments: