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

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

Meeting Recap/Feedback
- 37 people here
- We plan to add the planned food to future meeting announcements, if we know what it is.

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

Treasurer’s Report:
- August Financials:
  i. Discussion: none.
  ii. Vote:
     1. Motion to approve made by: Natasha Krentz
     2. Seconded by: Ranelle Brown
VI. Business:

- Update Strategic Plan for 2019-2020
  - 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
  - Discussion was had about how to rewrite the Audit Committee section.
    1. To be discussed at November meeting
  - Discussion was had about the first sentence of section 16.0
  - Discussion was had about section 14.0
  - Discussion was had about “Maintaining Current Mailing List”
    1. Natasha to send suggested edits to Chris.

- Constant Contact Responsibilities
  - Outstanding Books from the Library and what to do about them
    1. 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
  - Received two potential volunteers have been connected with Milwaukee.
  - We will not be hosting our own CRM study group or training course this program year.

- Charity Update
  - A representative will be at the October meeting and the April meeting.
  - Ranelle to ask if they want to stay for lunch.

- Book Store Gift Certificates / Meeting Sponsors
  - For October, we will use the ARMA Book Store GC and also a few smaller GC.
  - All board members are asked to reach out to find sponsors.
    1. Jennifer to reach out to Sheppard.

- Program Year Updates
  - 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.
  - MicroFocus is presenting in February instead of November.
  - March will be a WebEx about CyberSecurity, and there will be no speaker fees.
  - Spring Conference:
    1. NASA – “Mars need Records Managers”
    2. Ann Mills
  - 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
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
- 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.
- Updated Membership and Public Relations budgets for Directors following Constant Contact purchase.
- Processed Reimbursement to Sue and Natasha for Regional Conference.
- Accessed and Print Wells Fargo checking and savings statement.
- Processed June 2019 budgeting.
- Processed payment in 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.
- Processed July Budget and sent to BOD.
- Reviewed Operating Procedures.
- Participated in Programming Conference Call.
- Reviewed/updated BOD Meeting.
- Email various documents and report to Chris/Sue.
- Review Constant Contact email at request to Kevin, Sue, Chris regarding annual registration shows ending 09/03/2019 and should be 08/31/2019. Kevin will update.
- Reviewed documents from Regional and commented to Sue, Chris.
- Respond to various emails from members regarding online registration.
- Processed receipt to member for September meeting.
- Review send/receipt for annual/September meeting and sent via email info to Chris/Sue.
- Working on potential speaker for March meeting.
- Worked on Retention Schedule and forwarded to Retention.

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 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)
   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: