



Event Title: October Board Meeting Minutes

Date: Tuesday, October 8, 2019

Time: 1:30 pm – 4:00 pm

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

- I. Call to Order @ 1:17 pm
  - Members in attendance: Sue Dickens, DeAnna Lilienthal, Kevin Clark, Natasha Krentz, Chris Johnson
  - Members absent: Jennifer W. Witt (excused), 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): no report
  - Membership Director (Kevin Clark): see attached.
  - Business Relations Director (Ranelle Brown): no report
  
  - 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:
  - September Minutes:
    - 1. Discussion: none.
  - ii. Vote:
    - 1. Motion to approve made by: Chris Johnson
    - 2. Seconded by: DeAnna Lilienthal
    - 3. Vote: unanimously approved
  
- IV. Treasurer's Report:
  - September Financials:
    - i. Discussion: none.
    - ii. Vote:
      - 1. Motion to approve made by: Chris Johnson
      - 2. Seconded by: Natasha Krentz
      - 3. Vote: unanimously approved
  
- V. Business:
  - Info and Updates from monthly President's Call



- i. At ARMA InfoCon:
  - 1. The “First Time Attendee Party” is Sunday night. Board members are encouraged to attend.
  - 2. Sunday preCon leadership sessions are available to Board Members.
- ii. Regional Assessment Fee Reminder
  - 1. Our chapter cannot pay this until we receive accurate and appropriate documentation with backup for the reasons and uses for the fee.
- Reports we can pull from ARMA International
  - i. All reports must be pulled.
  - ii. We are having trouble with them not exporting.
- Outreach to membership who are going to ARMA InfoCon
  - i. Sue Dickens will contact members about attending ARMA InfoCon and scheduling a Twin Cities Chapter picture.
- Vote on proposed updates for Operating Procedures
  - i. Vote:
    - 1. Motion to approve made by: DeAnna Lilienthal
    - 2. Seconded by: Kevin Clark
    - 3. Vote: unanimously approved
- Appointment of a President-Elect mid-term
  - i. Sue will follow up with interested candidate.
  - ii. Chris will send out necessary communications for election process.
- Discuss proposed changes to Retention Schedule
  - i. Natasha to send edited document out by November 1<sup>st</sup>
  - ii. Plan is to vote on changes at November Board Meeting
- Sponsorship Team Meeting
  - i. Yet to be scheduled
- Meeting Sponsorship Status
  - i. November - \$15 GC from Ranelle
  - ii. December options
    - 1. Sue – Holiday Basket
    - 2. Chris – maybe a poinsettia
    - 3. Kevin to see if Access will sponsor it
- 2020 MHIMA Annual Conference
  - i. If MHIMA is willing to do a reciprocal booth again,
    - 1. we are also willing to.
    - 2. we will want to do a drawing for an item.
    - 3. we will need to determine who will go.

VI. Future Business

- Topics moved to November Meeting
  - i. Update on Financial Procedures review
- Topics added to November Meeting
  - i.

VIII. Meeting Adjourned @ 2:49 pm

- Motion to approve made by: Natasha Krentz
- Seconded by: Kevin Clark



- Vote: unanimously approved

Name: Chris Johnson



TC ARMA Monthly Progress/Results

MM/YYYY: 09/2019

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:

- Email exchanges with President & Secretary to prep for Board meeting
- Follow up with the speaker for the October chap. meeting.
- Followed up with venue for October chap. meeting
- Updated the chap. website several times.
  - posted job openings
  - updated meeting information
  - posted Company of Year picture
- Revised Operating Procedures for Board review and approval
- Met with Programming Committee. Revised program calendar.

Issues:

Targets/tasks for next month:

- Schedule a Subteam meeting on sponsor program development
- Meet with Programming Committee for chapter events
- Continue development of Spring Conference Agenda

Comments:

Name: Sue Dickens



TC ARMA Monthly Progress/Results

MM/YYYY: 09/2019

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:

- Networked with chapter presidents for spring conference speaker candidates
- Pre-meeting prep
- Review budget
- Continued Planning meetings to solidify monthly meetings and Spring Conference
  - Replied to late respondent speaker request
- Provided InfoCon Leadership Summit information to board members
- Attended September chapter presidents call
- Reviewed of Bylaws (compare to operating procedures and position descriptions)
- Communicated with various board members on assignment update status and guest speaker arrangements
- Reviewed and forwarded Gmail account emails to appropriate board members
- Contacted ARMA International on policy concerns and alignment between international and chapter policies (third request)
- Responded to all Board and member emails.
- Contacted potential president elect contact - no return response.

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: 09/2019

Committee or Office: Treasurer

Identify the Strategy(s) that was focused on:

**Targets/tasks achieved in last month:**

- Access and Print Wells Fargo checking and savings statement.
- Access and Print Merchant Account Statement.
- Processed August Financials and email to Board.
- Review Operating Procedures
- Participate in Programming Conference Call
- Attended/participate Chapter & BOD Meeting
- Review attendee count in Eventbrite and report to Chris/Sue
- Process receipt to member for September meeting.
- Process invoice to two walk-in members at September meeting.
- Confirm speaker for March meeting and received speaker agreement - will be a webinar.
- Publish October Meeting in Eventbrite, registered speaker and charity speaker.
- Publish November Meeting in Eventbrite and registered speaker.
- Process payment for September meeting and complete DAV.
- Process deposits from September meeting from attendee and charity raffle.

**Issues:**

**Targets/tasks for next month:**

**Comments:**

## TC ARMA Monthly Progress/Results

Date of Report: 10-09-2019

Name: Natasha Krentz

Committee/Position: Secretary



1. Identify the Strategy(s) that was focused on:
  
2. Targets/tasks achieved in last month:
  - a. 09.17 – send out meeting minutes for review
  - b. 10.02 – agenda creation emails with Sue and Chris
  - c. 10.02 – post August minutes to webpage
  - d. 10.07 – send agenda and files to Board
  - e. 10.08 – Board meeting – ask review questions about Retention Schedule
  - f. 10.09 – send out meeting minutes for review
  
3. Issues:
  - a. Need to review [twincitiesarma@gmail.com](mailto:twincitiesarma@gmail.com) Drive files, reorganize, and upload missing files.
  
4. Targets/tasks for next month:
  - a. Edit Retention Schedule document and send to board for final review
  - b. plan to vote on changes at November Board meeting
  
5. Comments:

# Monthly Progress Report

## TC ARMA Monthly Progress/Results

MM/YYYY: 09/19

Committee of Office:            Membership

Identify the Strategy(s) that was focused on: Basic Membership Duties

Targets/tasks achieved in last month: Still employed

Issues:

Target/Tasks for next month: Push November meeting!!!

Comments: