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 1st
  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:
TC ARMA Monthly Progress/Results

Name: Sue Dickens

Committee or Office: President

MM/YYYY: 09/2019

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
- 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
- Responded to all Board and member emails.
- Contacted potential president elect contact - no return response.

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

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

Targets/tasks for next month:

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 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: