



Event Title: November Board Meeting Minutes

Date: Tuesday, November 12, 2019

Time: 1:30 pm – 4:00 pm

Location: DoubleTree by Hilton (formerly known as Radisson Roseville)(2540 N Cleveland Ave, Roseville)

- I. Call to Order @ 1:43 pm
 - Members in attendance: Sue Dickens, DeAnna Lilienthal, Natasha Krentz, Chris Johnson, Ranelle Brown
 - Members absent: Jennifer W. Witt (excused), Kevin Clark (excused)
 - Guests: Sally Anderson, Sara Ovist

- 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): no report
 - 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:
 - October Minutes:
 - 1. Discussion: none.
 - ii. Vote:
 - 1. Motion to approve made by: DeAnna Lilienthal
 - 2. Seconded by: Chris Johnson
 - 3. Vote: unanimously approved

- IV. Treasurer's Report:
 - October Financials:
 - i. Discussion: no report for October yet due to missing escrow information from ARMA International.

- V. Business:
 - Info and Updates from monthly President's Call
 - i. October's call was cancelled
 - ii. November's call is next Friday (November 22nd)



- Regional Assessment and Affiliation Discussion
 - i. Reinstatement of \$3 fee for the Regional budgets.
 1. We have received the summary bill for all the chapters.
 2. Regional assessment was last paid in 2013.
 3. Questions remain on member count assessed and will be followed-up with Regional prior to payment.
 4. Payment is due December 31 and after assessment clarification discussion and board vote will occur.
 5. If President's budget runs short of funds, a board vote is necessary to increase President's budget.
- Vote on proposed changes to Retention Schedule
 - i. Vote:
 1. Motion to approve made by: Chris Johnson
 2. Seconded by: Ranelle Brown
 3. Vote: 3 approved, 2 abstained, 2 absent
 - a. Motion does not pass. Re-vote needed.
- Monthly Meeting Sponsorship Updates
 - i. December sponsor is Access Corporation (formerly BDRS)
- Sponsorship Team Meeting
 - i. Chris to schedule.
- 2020 MHIMA Annual Conference (April 29-May 1 in Red Wing, MN)
 - i. Will we reciprocate with MHIMA's Annual Conference? Ranelle to ask MHIMA
- Appointment of President-Elect: Sally Anderson
 - i. Per operating procedures, this can be appointed. The Board also did an informal vote of approval.
- Appointment of Member At-Large: Sara Ovist
 - i. Per operating procedures, this can be appointed.
- Open Positions
 - i. Treasurer's Assistant, Program Director, Communications Director, Webmaster
 - ii. General Discussion about current positions
 1. Education Director – standing meeting conflict.
 2. Some positions are ending their term in six months.
 3. Elections need to happen in April; we need to start recruiting now.
- Update on Financial Procedures review
 - i. Moved out a few months.
- Twin Cities ARMA - 60th Anniversary in 2021
 - i. Various ideas were discussed
 1. Incorporate "60" into every meeting that year
 2. Do something on the exact date: September 28, 2021
 3. Have a special social event with a "60s" costume party
 4. A 60th Anniversary commemorative pin
 5. Incorporate into the Spring Conference. Perhaps a social event afterward.
 6. Let's ask the membership for ideas and to be on a planning committee.
 - ii. This will be a standing topic for a while. We will not be making decisions on what to do until a later date.
- Number Tracking Ideas – membership and attendance



- i. ARMA International suggests having membership numbers as a standing item at board meetings.
 - 1. Maybe this could be part of the Membership Directors monthly report.
- ii. Idea: having a document available to at least all board members tracking number of attendees at meetings.
 - 1. Good information for board to know; don't know if all membership needs it.
 - 2. We need a better mechanism for following up with visitors.
- iii. General discussion about time and style of meetings.
- ARMA International – Report from Chapter Leader of the Year (DeAnna)
 - i. Registration had tons of issues this year.
 - ii. Sunday:
 - 1. Leadership Sessions: most were pretty good
 - 2. various leadership assessments
 - 3. Zasio Welcome
 - 4. New Member Social
 - iii. Monday: Keynotes, Sessions, Pub Crawl, Welcome Party
 - 1. The “Emoji” session was really great.
 - iv. Tuesday: Breakfast for Government Employees, Sessions, Hall of Regions Reception
 - 1. Hall of Regions Reception was very unorganized.
 - v. Wednesday: ARMA State of the Association, Sessions,
 - vi. Books Recommendations:
 - 1. Designing Connected Content
 - 2. How to Write Rules that People Want to Follow
 - vii. Vendors were great and not real pushy/aggressive.
 - viii. Conference App had some issues, but it was great to have schedule and maps and surveys, etc.
- ARMA State of the Association – Report (Natasha)
 - i. Natasha to send email to Board

VI. Future Business

- Topics moved to December Meeting
 - i. October Financials
- Topics added to December Meeting
 - i. None

VIII. Meeting Adjourned @ 3:23 pm

- Motion to approve made by: Chris Johnson
- Seconded by: Ranelle Brown
- Vote: unanimously approved

Name: Chris Johnson



TC ARMA Monthly Progress/Results

MM/YYYY: 10/2019

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
- Followed up with speaker for the February 2020 chap. meeting
- Updated the chap. website several times.
- Met with Programming Committee. Revised program calendar.
- Attended ARMA International Conference

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: 10/2019

Committee or Office: Treasurer

Identify the Strategy(s) that was focused on:

Targets/tasks achieved in last month:

- Review attendee count in Eventbrite and report to Chris/Sue
- Access and Print Wells Fargo checking and savings statement.
- Access and Process Eventbrite Payment
- Access and Print Merchant Account Statement.
- Processed September Financials and email to Board.
- Participate in Programming Conference Call
- Attended/participate Chapter & BOD Meeting
- Email Kathy Nierenhausen regarding check for September Meeting (walk-in)
- Process Invoice and Email to Robin Parson for November Meeting Registration
- Attend ARMA International
- Process DAV's after return form ARMA International
- Review attendees numbers in Eventbrite and fwd to Chris/Sue

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. 10.08 – Board meeting – ask review questions about Retention Schedule
 - b. 10.08 – edit Retention schedule document based on discussion at board meeting
 - c. 10.09 – send out meeting minutes for review
 - d. 10.09 – upload September minutes to webpage
 - e. 10.23 – attended State of the Association session at ARMA InfoCon
 - f. 10.29 – reviewed edited Retention Schedule documents and sent to the Board
 - g. 10.29 – pulled inventory list and did a little research
 - h. 10.29 – set up agenda meeting
 - i. 11.04 – agenda meeting with Sue and Chris
 - j. 11.04 – send out meeting and board report reminders

3. Issues:
 - a. Need to review twincitiesarma@gmail.com Drive files, reorganize, and upload missing files.

4. Targets/tasks for next month:
 - a.

5. Comments: