



Event Title: December Board Meeting Minutes

Date: Tuesday, December 10, 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 @ 1:10 pm
  - Members in attendance: Sue Dickens, Sally Anderson, Natasha Krentz, Chris Johnson,
  - Members absent: Jennifer W. Witt (excused), Kevin Clark (excused), Ranelle Brown (excused), DeAnna Lilienthal (excused), Sara Ovist (excused)
  - Guests: none
  
- II. Board Reports:
  - Past-President (Chris Johnson): no report
  - President (Sue Dickens): see attached.
  - President-Elect (Sally Anderson): 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
  
  - 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. Email Spam Issue
  - For awareness: spammers pull emails off webpages and use them. Therefore, if you get emails from our President, but it is not from their email address, know that it is spam and do not reply.
  
- IV. Minutes:
  - November Minutes:
    - i. Moved to January
  
- V. Treasurer's Report:
  - October Financials:
    - i. Moved to January
  
- VI. Business:
  - Info and Updates from monthly President's Call
    - i. Discussion about questions raised by chapters about the assessment.
    - ii. Discussion about both the regional conference and international being held in Detroit next year.



- iii. Discussion about the regional conference being held only one day long vs. two shorter days vs. during international conference vs. electronically.
  - Regional Assessment and Affiliation Discussion
    - i. We did have an adjustment to our assessment invoice.
  - Vote on proposed changes to Retention Schedule
    - i. Moved to January
  - January Meeting Location (January 14, 2020)
    - i. DNR Building @ 500 Lafayette, St Paul, MN
    - ii. Sue will let us know the lunch options. Chapter to pay for lunch.
  - January Meeting Agenda
    - i. See below: Future Business
  - Open Positions
    - i. Currently Open
      - 1. Treasurer's Assistant,
      - 2. Program Director,
      - 3. Communications Director,
      - 4. Webmaster
    - ii. Positions starting in July 2020
      - 1. We need to start recruiting now to get people in place by June.
      - 2. We need a President-Elect
      - 3. We need to know who is continuing on the board.
- VII. Future Business
- Topics moved to January Meeting
    - i. Board Minutes: November and December
    - ii. Financials: October and November (and December?)
    - iii. Vote on proposed changes to Retention Schedule
  - Topics added to January Meeting
    - i. 60<sup>th</sup> Anniversary
    - ii. MHIMA
    - iii. Open Position / Recruitment
    - iv. Discuss Strategic Plan
- VIII. Meeting Adjourned @ 1:48 pm
- Motion to approve made by: Natasha Krentz
  - Seconded by: Sally Anderson
  - Vote: unanimously approved

Name: Sally Anderson



TC ARMA Monthly Progress/Results

MM/YYYY: 12/2019

Committee or Office: President-Elect

Identify the Strategy(s) that was focused on:  
Chapter Promotion, Member Education

Targets/tasks achieved in last month:

We are discussing ways of recognizing our Chapter's upcoming 60th anniversary in 2021. Our chapter started in September of 1961. I volunteered to create a slide show of 1961 events and popular culture that

Issues:  
none

Targets/tasks for next month:

continue researching 1961 history, and select items for the presentation.

Comments:

Name: DeAnna Lilienthal



TC ARMA Monthly Progress/Results

MM/YYYY: 11/2019

Committee or Office: Treasurer

Identify the Strategy(s) that was focused on:

Targets/tasks achieved in last month:

- Work with hotel on November meeting details.
- Attend and participate in November Meeting.
- Completed October Financial Reports and forward to Board.
- Access, print WF Checking, Savings, and Merchant Account.
- Prepare davs and deposit forms as needed.
- Start work on monthly meeting recaps.
- Review financial procedures to suggest changes.

Issues:  
none

Targets/tasks for next month:

- continue researching 1961 history, and select items for the presentation.

Comments:

## TC ARMA Monthly Progress/Results

Date of Report: 12-09-2019

Name: Natasha Krentz

Committee/Position: Secretary



1. Identify the Strategy(s) that was focused on:
  
2. Targets/tasks achieved in last month:
  - a. 11.12 – Board meeting
  - b. 11.13 – send out meeting minutes for review
  - c. 11.13 – upload September minutes to webpage
  - d. 12.02 – agenda meeting with Sue and Sally
  - e. 12.02 – send out meeting and board report reminders
  
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.
  
5. Comments:

Name: Ranelle Brown



TC ARMA Monthly Progress/Results

MM/YYYY: 11/2019

Committee or Office: Business Relations

Identify the Strategy(s) that was focused on:

Targets/tasks achieved in last month:

Worked on securing a ARMA/MHIMA booth swap.  
Developing communication for vendors and sponsors for April.

Issues:  
none

Targets/tasks for next month:

Send out communication for sponsors and vendors

Comments: