



Event Title: January Board Meeting Minutes

Date: Tuesday, January 14, 2019

Time: 11:30 am – 3:00 pm

Location: DNR (500 Lafayette Rd, St Paul, MN)

- I. Call to Order @ 12:03 pm
 - Members in attendance: Sue Dickens, Sally Anderson, Natasha Krentz, Chris Johnson, Kevin Clark, Sara Ovist, DeAnna Lilienthal (on phone for part)
 - 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.
 - President-Elect (Sally Anderson): see attached.
 - Treasurer (DeAnna Lilienthal): see attached.
 - Secretary (Natasha Krentz):
 - i. see attached.
 - ii. Temporary forwarding for the mailbox has been set up to be sent to DeAnna. It is good for only 6 months from today: January 14, 2020.
 - iii. Temporary forwarding can be set up again 3 days after the prior one expires: July 18th, 2020.
 - Education Director (Jennifer W. Witt): no report
 - Membership Director (Kevin Clark): no report
 - Business Relations Director (Ranelle Brown): no report
 - Member-At-Large: Sara Ovist

 - Assistant Treasurer (open): n/a
 - Communications Director (open): n/a
 - Programming Director (open): n/a
 - Web Master (open): n/a

- III. Minutes:
 - November Minutes:
 - i. Discussion: none
 - ii. Vote:
 - 1. Motion to approve made by: Sally Anderson
 - 2. Seconded by: Chris Johnson
 - 3. Vote: unanimously approved
 - December Minutes:
 - i. Add note to Email Spam Issues: 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.
 - ii. Vote:



1. Motion to approve made by: Sally Anderson
2. Seconded by: Chris Johnson
3. Vote: unanimously approved

IV. Treasurer's Report:

- October Financials: none
- November Financials: none
- December Financials:
 - i. Discussion:
 1. Expenses for October Trip
 - a. 10-21 (parking and ____)
 - b. 7-12 (airfare)
 - c. 5-17 (early bird registration)
 2. Only thing missing from December is the Charity Raffle deposit.
 - ii. Vote:
 1. Motion to approve made by: Chris Johnson
 2. Seconded by: Natasha Krentz
 3. Vote: unanimously approved
- Budget for 2020-2021
 - i. Whomever is in the position currently are the ones who made decisions about next year's budget.
 - ii. If you need to add or increase something, you need to give a reason.
 - iii. We need to add the annual assessment.
 - iv. Budgets typically get reviewed and approved in April.
 - v. Think about the 60th anniversary potential costs.
 1. Sally to review the financial procedures to determine where to put this in the budget.
- Financial Procedures Review
 - i. Plan to have this ready for review in April.

V. Business:

- Twin Cities ARMA – 60th Anniversary in 2021
 - i. Sally and Natasha to
 1. gather history of what we've done in the past for anniversaries.
 2. look in the old newsletters and meeting minutes.
 3. reach out to Susan McKinney and Martha Mayer.
 4. Prepare ideas to bring to March meeting.
 5. Reach out to other Chapters to see what they have done.
- Info and Updates from monthly President's Call
 - i. Sue sent the board an email with notes.
 - ii. Next meeting on Friday, January 21st
- Regional Assessment Update
 - i. We came to an agreement on the amount: 103 instead of 107.
 - ii. Payment was sent in December.
 - iii. We need to look at March and April to determine budget amount.
 - iv. After July 1st, we will need to review again.
- February Board Meeting discussion



- i. We will not have a February board meeting.
 - ii. Those who can stay to help add descriptions to the RS, please plan to stay.
- Vote on proposed changes to Retention Schedule
 - i. Changes
 - 1. Combine all “Brochures” into one category with office of record to be “Board Members”
 - 2. Combine all “Awards” into one category.
 - 3. Combine all “Correspondence” into one category with office of record to be “Board Members”
 - 4. Add Description column
 - 5. Add ‘storage location’ column
 - ii. To Do Tasks:
 - 1. Natasha will re-edit and resend.
 - 2. All need to help with filling in the description column.
 - iii. Related topic: getting our electronic files retained in our Gmail Drive folders.
 - 1. Plan for this to be a May agenda topic.
- 2020 MHIMA Annual Conference (April 29-May 1 in Red Wing, MN)
 - i. Vendors need to be there the first two days, but not the 3rd.
 - ii. What do we need for the table?
 - 1. Do we want to do a raffle drawing and for what?
 - a. Free meeting?
 - b. ARMA bookstore gift card?
 - 2. Candy, brochures, display signs.
 - iii. Who to work the table?
 - 1. Sally can do one day: Wednesday
 - 2. Natasha can do one day: Thursday
 - iv. Discussion about how to engage them:
 - 1. How ARMA can help your career future.
- 2020 Regional ARMA Conference
 - i. Brief discussion about how many to send and who to send.
- 2020 ARMA InfoCon Conference
 - i. Brief discussion about who our chapter pays to send to the annual conference.
- Open Positions
 - i. Annual Elections:
 - 1. Voting to occur in April
 - 2. Announce results in May
 - ii. Currently Open
 - 1. Treasurer’s Assistant,
 - 2. Program Director,
 - 3. Communications Director,
 - 4. Webmaster
 - iii. 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.
 - a. Chris Johnson is willing to be a member at large and continue helping with the programming committee.



- b. Natasha is willing to be a member at large, but we need to find a new Secretary.
 - Discussion about recruiting members and board members.
 - i. Separate messages with different focus.
 - 1. Membership recruitment
 - 2. Invitation to events
 - 3. Board recruitment
 - 4. Invitation to help with specific tasks
 - Discuss Strategic Plan
 - i. Need to add an “Last Updated Date”
 - ii. Goal to update this in June 2020.
 - iii. Discussion about doing more online meeting offerings.
 - Review Calendar
- VI. Future Business
- Topics for March Meeting
 - i. Twin Cities ARMA – 60th Anniversary in 2021
- VIII. Meeting Adjourned @ 2:58 pm
- Motion to approve made by: Sally Anderson
 - Seconded by: Chris Johnson
 - Vote: unanimously approved

Name: Chris Johnson



TC ARMA Monthly Progress/Results

MM/YYYY: 12/2019

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:

- Finalized arrangements with February speaker
- Obtained firm commitment for Anne Mills for Spring Conference
- Updated the chap. website several times.
- 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: Susan Dickens



TC ARMA Monthly Progress/Results

MM/YYYY: 12/2019

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:

- Pre-meeting prep
- Review budget
- Continued Planning meetings to solidify monthly meetings and Spring Conference
- Attended December 20 chapter presidents call
- Communicated with various board members on assignment update status and guest speaker arrangements
- Reviewed and forwarded Gmail account emails to appropriate board members
- Responded to all Board and member emails.

Issues:

Targets/tasks for next month:

Bi-weekly review of Gmail
Continue review of Regional Leadership meeting
Attend January Presidents call
Work toward completion of spring conference planning

Comments:

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 we can play during meetings and events during the anniversary year.

No further progress this month.

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: 12/2019

Committee or Office: Treasurer

Identify the Strategy(s) that was focused on:

Targets/tasks achieved in last month:

- Review attendee count in Eventbrite
- Access and Print Wells Fargo checking and savings statement.
- Access and Process Eventbrite Payment
- Access and Print Merchant Account Statement.
- Process November Financials.
- Start work on monthly recaps.
- Process payment to hotel vendor for meeting.
- Started reviewing financial procedures.
- Sent request out to Andrew Yahsi via speaker website.

Issues:

Targets/tasks for next month:

Comments:

TC ARMA Monthly Progress/Results

Date of Report: 01-06-2020

Name: Natasha Krentz

Committee/Position: Secretary



1. Identify the Strategy(s) that was focused on:

2. Targets/tasks achieved in last month:
 - a. 12.10 – Board meeting
 - b. 12.13 – send out meeting minutes for review
 - c. 01.06 – agenda meeting with Sue and Chris
 - d. 01.06 – send out meeting and board report reminders
 - e. 01.06 – send out Retention Schedule email to board members

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: