



Event Title: March Board Meeting Minutes  
Date: Tuesday, March 10, 2020  
Time: 1:30 pm – 3:00 pm  
Location: DoubleTree by Hilton (formerly known as Radisson Roseville)  
2540 N Cleveland Ave, Roseville, MN 55113

- I. Call to Order @ 1:45 pm
  - Members in attendance: Sue Dickens, Sally Anderson, Natasha Krentz, Chris Johnson, Kevin Clark, DeAnna Lilienthal, Ranelle Brown
  - Members absent: Sara Ovist (excused)
  - Guests: none
  
- II. Board Reports:
  - Past-President (Chris Johnson): see attached.
  - President (Sue Dickens): see attached.
  - President-Elect (Sally Anderson):
    - i. see attached
    - ii. RE: looked through operations manual for a place to charge for advertising the 60<sup>th</sup> anniversary: didn't see any requirements. Think is should be under "printing and reproduction" under president and/or public relations and/or membership budgets.
  - Treasurer (DeAnna Lilienthal): see attached.
  - Secretary (Natasha Krentz):
    - i. see attached.
    - ii. BDRS/Access update about account, access, contact person.
  - Education Director (Sara Ovist): no report
  - Membership Director (Kevin Clark): no report
  - Business Relations Director (Ranelle Brown): see attached.
  
  - 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:
  - January Minutes:
    - i. Discussion: none.
    - ii. Vote:
      - 1. Motion to approve made by: Chris Johnson
      - 2. Seconded by: Sally Anderson
      - 3. Vote: unanimously approved
  
- IV. Treasurer's Report:



- January and February Financials:
  - i. Discussion: none
  - ii. Vote:
    - 1. Motion to approve made by: Chris Johnson
    - 2. Seconded by: Ranelle Brown
    - 3. Vote: unanimously approved

V. Business:

- Info and Updates from monthly Presidents Call
  - i. Sally attended
  - ii. No date as of the meeting for Regional Leadership Conference.
  - iii. Asked for suggestions for Anniversary Year activities; received none.
- Discuss new proposed changes to the Retention Schedule
  - i. Do we need the guidelines now that we have it in the Operations Manual?
  - ii. Action: review for next meeting
- Update: 2020 MHIMA Annual Conference (April 29-May 1 in Red Wing, MN)
  - i. Sally and Natasha are registered and attending.
  - ii. They will have a theme (Set Sail with HIM), and ask that vendors comply with the theme.
  - iii. Action: bring supplies to Spring Conference to give to Sally.
  - iv. Action: need a 'bowl' to collect business cards for a prize; prize is a free meeting attendance to an ARMA TC meeting.
  - v. Suggestions: bring a chair, bring candy
  - vi. Kevin can be a back up if we need help.
  - vii. Action: Natasha and Sally to meet to discuss further.
- Update: 2020 Regional ARMA Conference
  - i. Monday, July 13<sup>th</sup> and Tuesday, July 14<sup>th</sup> in Detroit.
  - ii. Suggest flying to Detroit on Sunday, and home on Tuesday night.
  - iii. Sally is interested in and planning on going.
  - iv. We will plan to send the new president-elect, if we find one.
- Update: 2020 ARMA InfoCon Conference
  - i. October 25-28, 2020
  - ii. Sally is planning to go.
  - iii. Chapter will pay for President and a second person (Chapter Leader of the Year or a designated Board Member.)
- Update: Open Positions / Recruitment / Annual Election
  - i. Kristine Haugslund is interested in being Member-At-Large.
  - ii. We need to send messaging out soliciting people for positions.
  - iii. We really need to get more people in positions.
  - iv. Action: Kevin to send membership list to Sally.
  - v. Action: Sally to reach out to various people.
  - vi. Current Board Plan for 2020/2021:
    - 1. Board Chair: Sue Dickens
    - 2. President: Sally Anderson
    - 3. President-Elect: (open)
    - 4. Treasurer: DeAnna Lilienthal
    - 5. Treasurer Assistant: (open)
    - 6. Secretary: (open) (Natasha will continue until new Secretary is found.)



7. Programming: (open) (and need committee members)
  8. Membership: Kevin Clark
  9. Business Relations: Ranelle Brown
  10. Education: Sara Ovist
  11. Webmaster: Chris Johnson
  12. Member-At-Large: Natasha Krentz, Kristine Haugslund
- COVID 19 awareness
    - i. Lots of conferences/conventions in the United States are being canceled or postponed.
    - ii. Do we need to be concerned about attendance at our Spring Conference?
      1. Two of the speakers need to fly in. Chris to check on their travel restrictions.
        - a. Can we do a live stream with the speaker if they cannot fly in? Chris to check into it.
      2. The other presenters are local.
  - Update: Spring Conference
    - i. Current registrations: 6 Speakers (1 speaker is a vendor), 6 early-birds
    - ii. IG GURU – do we want him to send out information about our Spring Conference?
    - iii. Can we put our Spring Conference info on the ARMA International webpage?
    - iv. Who else can we send it out to? Other professional Chapters: AIIM, Archivists, etc? Contoural? North Dakota Chapter?
- VI. Future Business
- Topics for May Meeting
    - i. Update: Twin Cities ARMA - 60<sup>th</sup> Anniversary in 2021
- VIII. Meeting Adjourned @ 2:58 pm
- Motion to approve made by: Chris Johnson
  - Seconded by: Kevin Clark
  - Vote: unanimously approved

Name: Chris Johnson



TC ARMA Monthly Progress/Results

MM/YYYY: 02/2019

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:

- Created speaker pages for several Spring Conf. speakers
- Updated the chap. website several times.
- Met with Programming Committee.
- Revised program calendar.
- Created Spring Conf. agenda

Issues:

Targets/tasks for next month:

- Meet with Programming Committee for chapter events
- Continue development of Spring Conference Agenda

Comments:

Name: Susan Dickens



TC ARMA Monthly Progress/Results

MM/YYYY: 03/2020

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
- Communicated with assigned speakers for spring conference
- Reviewed and forwarded Gmail account emails to appropriate board members
- Responded to all Board and member emails.
- Updated Spring Conference checklist

Issues:

Targets/tasks for next month:

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

Comments:

Name: Sally Anderson



TC ARMA Monthly Progress/Results

MM/YYYY: 03/2020

Committee or Office: President-Elect

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

Targets/tasks achieved in last month:

I registered us to attend the MHIMA conference April 29, in Red Wing.

I filled in for Susan at the February member meeting.

I met with Natasha to help re-draft the chapter retention schedule.

I was asked to look at the Chapter procedures and financial guidelines, to see how we should account for the expected expenses in recognizing our upcoming chapter 60th anniversary. I did not see anything specific about this. In reviewing the budget codes, I suggest we place these expenses under "advertising." The whole idea of the recognition is to promote the chapter, and the value of the ARMA membership, so I think it fits.

Issues:  
none

Targets/tasks for next month:

Continue researching 1961 history. Represent ARMA for one day at the MHIMA conference. Attend the spring conference.

Comments:

Name: DeAnna Lilienthal



TC ARMA Monthly Progress/Results

MM/YYYY: 02/2020

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 January Financials.
- Start work on monthly recaps.
- Process payment to hotel vendor for meeting.
- Started reviewing financial procedures.
- Programming conference call
- Process deposits for Feb Meeting and Charity Raffle
- Contact and correspond with Ben Greene - speaker at Spring Conference (2 sessions)
- Conference Call with March webex speaker
- Negotiate better pricing with hotel for March webex meeting
- Programming conference calls - multiple
- Make Live Spring Conference Attendees and Sponsors in Eventbritea

Issues:

Targets/tasks for next month:

Comments:

## TC ARMA Monthly Progress/Results

Date of Report: 03-09-2020

Name: Natasha Krentz

Committee/Position: Secretary



1. Identify the Strategy(s) that was focused on:
  
2. Targets/tasks achieved in last month:
  - a. 01.14 – Board meeting
  - b. 12.13 – send out meeting minutes for review
  - c. 01.23 – meeting with Sally re: 60<sup>th</sup> Anniversary info and ideas
  - d. 01.29 – meeting with Sara Ovist re: BDRS/Access online access
  - e. 01.30 – phone call with Patti re: TC ARMA online access with BDRS/Access
  - f. 02.04 – upload TC ARMA Minutes approved in January
  - g. 02.04 – attend Access training for new online tool (FileBridge)
  - h. 02.11 – attend monthly ARMA session
  - i. 02.11 – meet with Sally to work on retention schedule editing
  - j. 02.17 – work on editing retention schedule
  - k. 03.09 – send out Board meeting reminder, agenda, and minutes
  - l. 03.09 – send out Retention Schedule email to board members
  
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: 03/2020

Committee or Office: Business Relations

Identify the Strategy(s) that was focused on:

Vendor Engagement

Targets/tasks achieved in last month:

Sent out initial emails to vendors for sponsorship.

Sent out email invite to Sheridan Story to attend the Spring Meeting.

Issues:

Will probably need some assistance on obtaining vendors.

Targets/tasks for next month:

Will continue to contact vendors for sponsorship.

Comments: