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 60th 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 13th and Tuesday, July 14th 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 Haugsland 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.)
TWIN CITIES CHAPTER OF ARMA
The Association for Information Management Professionals

7. Programming: (open) (and need committee members)
8. Membership: Kevin Clark
10. Education: Sara Ovist
11. Webmaster: Chris Johnson
12. Member-At-Large: Natasha Krentz, Kristine Haugsland

- 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 - 60th 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:
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.
- Started work on monthly recaps.
- Process payment to hotel vendor for meeting.
- Review attendee count in Eventbrite
- 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 Eventbrite

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: 60th 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 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: