



Event Title: May Board Meeting Minutes

Date: Tuesday, May 12, 2020

Time: 2:00 pm – 4:00 pm

Location: Virtual WebEx Meeting

- I. Call to Order @ 2:10 pm
  - Motion to start by Ranelle Brown, Seconded by Sara Ovist
  - Members in attendance: Sue Dickens, Natasha Krentz, Sara Ovist, DeAnna Lilienthal, Ranelle Brown, Sally Anderson
  - Members absent: Chris Johnson (excused), Kevin Clark
  - Guests: none
  
- II. Board Reports:
  - Past-President (Chris Johnson): none.
  - President (Sue Dickens): see attached.
  - President-Elect (Sally Anderson): see attached.
  - Treasurer (DeAnna Lilienthal): none.
  - Secretary (Natasha Krentz): none.
  - Education Director (Sara Ovist): none.
  - Membership Director (Kevin Clark): none.
  - Business Relations Director (Ranelle Brown): none.
  
  - 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:
  - March and April Minutes:
    - i. Discussion: none.
    - ii. Vote:
      - 1. Motion to approve made by: Ranelle Brown
      - 2. Seconded by: DeAnna Lilienthal
      - 3. Vote: unanimously approved
  
- IV. Treasurer's Report:
  - March and April Financials:
    - i. Discussion: none.
    - ii. Vote:
      - 1. Motion to approve made by: Natasha Krentz
      - 2. Seconded by: Ranelle Brown
      - 3. Vote: unanimously approved



V. Business:

- Info and Updates from monthly Presidents Call
  - i. Much discussion about lockdown and cancellations.
  - ii. Some chapters are making their online sessions available to other chapters.
  - iii. Regional Meeting in June or July will be virtual with up to 3 people per chapter.
- 2020/2021 Election and ballot process
  - i. Ballot to be creating in Survey Monkey by DeAnna.
  - ii. Discussion about sending via Constant Contact via the ARMA International tool.
  - iii. Ballot will be sent out using ARMA International tool by Sue by Friday, May 15<sup>th</sup>.
  - iv. Voting will end by June 1<sup>st</sup>.
  - v. Ballot:
    - 1. President: Sally Anderson
    - 2. President-Elect: Susan McKinney
    - 3. Secretary:
- Financial Procedure update/plan
  - i. Propose to wait to review this until Treasurer's Assistant is appointed.
- Member of the Year
  - i. Recommendation that we forgo it this year.
- ARMA International
  - i. Sally to register during May.
  - ii. Note: Covid-related cancellation date for full refund is September 10<sup>th</sup>.

VI. Future Business

- June Board Meeting & Transition Meeting – Tuesday, June 9<sup>th</sup>, 2020
  - i. Virtual Meeting
    - 1. Natasha will schedule using Google Meet via our Gmail account.
    - 2. Natasha to schedule a practice Google Meet meeting.
  - ii. Time: 1pm-4pm
  - iii. Topics:
    - 1. 2020/2021 Budgets
    - 2. Transitioning of positions
- Twin Cities ARMA - 60<sup>th</sup> Anniversary in 2021

VIII. Meeting Adjourned @ 2:48 pm

- Motion to approve made by: Sally Anderson
- Seconded by: Natasha Krentz
- Vote: unanimously approved

Name: Susan Dickens



TC ARMA Monthly Progress/Results

MM/YYYY: 05/2020

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 for 2020-2021 program year
- Continue communications for free events and chapter updates in Constant Contact
- Begin year-end newsletter for regional meeting
- Check-in with all board members
- Reviewed and forwarded Gmail account emails to appropriate board members
- Responded to all Board and member emails.
- Review different virtual meeting tools to use for coming program year.

Issues:

COVID-19 changed the way and how we communicate and meet with members.  
Spring Conference was canceled. Collaboration with other chapters and National continue.

Targets/tasks for next month:

Bi-weekly review of Gmail  
Continue election and succession planning for coming year.  
Review new virtual meeting tools and test one for next planning meeting.

Comments:

Name: Sally Anderson



TC ARMA Monthly Progress/Results

MM/YYYY: 04/2020

Committee or Office: President-Elect

Identify the Strategy(s) that was focused on:

Chapter operations, Chapter Promotion

Targets/tasks achieved in last month:

I learned to use the Constant Contact system to generate email messages. I sent one message to the membership, asking for volunteers to be on the board. I followed this up with another solicitation to the members, and another one to non-members. So far we did recruit another officer, and a potential treasurer's assistant.

I had planned to staff the ARMA table at the MHIMA conference, but it was cancelled.

Issues:

The election process, and other outreach, have been delayed/limited to the COVIC-19 situation.

Targets/tasks for next month:

Assist with the elections process; plan a board transition session.

Comments: