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
  - Much discussion about lockdown and cancellations.
  - Some chapters are making their online sessions available to other chapters.
  - Regional Meeting in June or July will be virtual with up to 3 people per chapter.

- 2020/2021 Election and ballot process
  - Ballot to be creating in Survey Monkey by DeAnna.
  - Discussion about sending via Constant Contact via the ARMA International tool.
  - Ballot will be sent out using ARMA International tool by Sue by Friday, May 15th.
  - Voting will end by June 1st.
  - Ballot:
    1. President: Sally Anderson
    2. President-Elect: Susan McKinney
    3. Secretary:

- Financial Procedure update/plan
  - Propose to wait to review this until Treasurer’s Assistant is appointed.

- Member of the Year
  - Recommendation that we forgo it this year.

- ARMA International
  - Sally to register during May.
  - Note: Covid-related cancellation date for full refund is September 10th.

VI. Future Business

- June Board Meeting & Transition Meeting – Tuesday, June 9th, 2020
  - Virtual Meeting
    1. Natasha will schedule using Google Meet via our Gmail account.
    2. Natasha to schedule a practice Google Meet meeting.
  - Time: 1pm-4pm
  - Topics:
    1. 2020/2021 Budgets
    2. Transitioning of positions

- Twin Cities ARMA - 60th Anniversary in 2021

VIII. Meeting Adjourned @ 2:48 pm

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