



Event Title: June Board Meeting Minutes

Date: Tuesday, June 9, 2020 → rescheduled for Monday, June 15, 2020

Time: 1:00 pm – 4:00 pm → rescheduled for 10:00 am – 12:00 pm

Location: Virtual WebEx Meeting

Note: as of 1:15 pm, only four of eight people had joined the meeting. Therefore, we ended the meeting at 1:18pm, and Sue sent an email for rescheduling.

- Members in attendance: Sue Dickens, DeAnna Lilienthal, Kevin Clark, Natasha Krentz
- Members absent: Ranelle Brown (excused), Susan McKinney (excused), Sara Ovist, Sally Anderson, Chris Johnson,

Monday, June 15, 2020

- II. Call to Order @ 10:06 am
 - Motion to start: Sally Anderson
 - Seconded by: Chris Johnson
 - Members in attendance: Natasha Krentz, Sally Anderson, Susan McKinney, Sue Dickens, DeAnna Lilienthal, Chris Johnson, Sara Ovist
 - Members absent: Kevin Clark (excused), Ranelle Brown
 - Guests: none
- III. Transitioning
 - Sally and Susan to meet
 - Sally and Susan M. to pull President position descriptions and other important documents from Website.
 - Recommendation to board members: when we get requests for information, check if email went to multiple people; then reach out to determine who is best to respond.
 - When you get a request, check if went to multiple people. Reach out to determine who is best to respond.
 - Sally will need to update board roster with ARMA International. Sue and Sally to meet about this.
 - Prior to regional meeting, Sue will submit Year End annual report to Regional leadership and send to our chapter membership.
 - Regional Chapter Leadership Conference is this Thursday, June 18th from 11am – 2pm Central time. Attendees must register by tomorrow. Sally and Susan to attend. One more person can attend.
 - Sally and Susan should review the bylaws and operating procedure and strategic plan. Bylaws need to be updated.
 - DeAnna is working on an edit to the Financial procedures.
- IV. Budget for 2020/2021
 - Changes requested:
 - i. Secretary - PO Box amount increased by \$20
 - ii. Treasurer – QuickBooks software amount increased



- Motion to approve the budget by Sue Dickens, Seconded by Chris Johnson. Vote: unanimously approved.

- V. Info and Updates from monthly Presidents Call
 - No updates.
- VI. Milwaukee June 2020 Program Summit Invite
 - This was last week.
- VII. Extended Virtual Monthly Meeting approval
 - Program Planning Committee is planning for the majority of the 2020/2021 programming year to be virtual, and proposes that we add 3 additional meetings: January 2021, June 2021, and July 2021.
 - Discussion:
 - i. Do we have the option of switching these to in-person meeting if/when we can? Yes.
 - ii. Operating Procedures says we will have Board Meetings following the monthly session. Logistics to be determined.
 - iii. We need to have the software to provide a good virtual experience. Programming Committee is testing some software: BlueJeans (\$200/year) and others.
 - 1. Question about Zoom: hack-ability means certain counties/state agencies cannot initiate meetings using Zoom.
 - iv. How/if to charge for the virtual meetings?
 - 1. Free to members? yes
 - 2. Also no charge for non-members? yes
 - 3. If there is a speaker fee, charge \$15 per registrant? Can we absorb the fee? If the fee is large, charging a fee would still only let us recap part of the cost.
 - 4. Are we opening them to people across the country? We can send to whomever we want. We can send to only members. We could advertise to all ARMA International.
 - 5. For each month, we'd need to decide if there will be a fee and to whom we are sending the invite.
 - v. We are planning that the April Conference to be in person. All the speakers planned for 2020 agreed to move to April 2021. And are willing to support changing it to virtual if needed.
 - Questions were raised and addressed regarding the addition of three additional meeting dates: Board agreed to do so.
 - Questions were raised and addressed regarding buying the software to do virtual meetings: Board agreed to move forward.
- VIII. Board Reports:
 - Past-President (Chris Johnson): none.
 - President (Sue Dickens): see attached.
 - President-Elect (Sally Anderson): none.
 - Treasurer (DeAnna Lilienthal): none.
 - Secretary (Natasha Krentz): see attached.
 - 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

IX. Minutes:

- May Minutes:
 - i. Discussion: none.
 - ii. Vote:
 - 1. Motion to approve made by: Chris Johnson
 - 2. Seconded by: DeAnna Lilienthal
 - 3. Vote: unanimously approved

X. Treasurer's Report:

- May Financials:
 - i. Discussion: waiting for escrow reports from International.

XI. Election Results

- President: Sally Anderson
- President-Elect: Susan McKinney
- Secretary: none

XII. Future Business/Topics/Projects

- July Board Strategic Planning Meeting – Tuesday, July 14th, 2020
 - i. Virtual Meeting via BlueJeans
 - ii. Time: 1pm-4pm
 - iii. Agenda: to be determined by Sue, Sally, and Susan
 - 1. If you have something you want on the agenda, please send it to them.
- Twin Cities ARMA - 60th Anniversary in 2021
- Sponsorship for 2020/2021 – how do we do this with virtual meetings?
- Charity for 2020/2021 – how do we do this with virtual meetings? (ask about it at Regional)

XIII. Appointment of Assistant Treasurer:

- Motion to appoint Ngo Imbu (Carver County) as Assistant Treasurer for 2020/2021 and 2021/2022 by DeAnna Lilienthal, Second by Sue Dickens
 - i. Vote: unanimously approved.

XIV. Starting July 1, 2020

- Past-President (Sue Dickens):
- President (Sally Anderson):
- President-Elect (Susan McKinney):
- Treasurer (DeAnna Lilienthal):
- Assistant Treasurer (Ngo Imbu):
- Secretary (interim: Natasha Krentz):



- Education Director (Sara Ovist):
- Membership Director (Kevin Clark):
- Business Relations Director (Ranelle Brown):
- Web Master (Chris Johnson):
 - i. Chris needs pictures of Susan and Ngo and Sara for the webpage.
- Communications Director (open):
- Programming Director (open): n/a
- Member-At-Large: n/a

VIII. Meeting Adjourned @ 11:16 am

- Motion to approve made by: Chris Johnson
- Seconded by: Sue Dickens
- Vote: unanimously approved

Name: Susan Dickens



TC ARMA Monthly Progress/Results

MM/YYYY: 06/2020

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 - approved 2020-2021 as is
- Continued Planning meetings for 2020-2021 program year
 - Draft completed
 - Board review and approval for extended schedule
- Continue communications for free events and chapter updates in Constant Contact
- Completed year-end newsletter for regional meeting
- Completed 2019-2020 Speaker form for Milwaukee
- 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.
 - Tested Google
 - Tested BlueJeans

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 - transition to Sally? Discuss
Transition from president to chair.
Review new virtual and decide on new meeting tool for 2020-2021 program year
Complete speaker contact assignments

Comments:

TC ARMA Monthly Progress/Results

Date of Report: 06-09-2020

Name: Natasha Krentz

Committee/Position: Secretary



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

2. Targets/tasks achieved in last month:
 - a. 05.12 – Board meeting
 - b. 05.12 – send out meeting minutes for review
 - c. 05.12 – upload TC ARMA Minutes for March and April
 - d. 05.26 – held Google Meet test meetings to determine if tool would work for us. It won't.
 - e. 06.04 – send out updated Board meeting calendar invite with tentative agenda

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: