



Event Title: July Board Meeting Minutes

Date: Tuesday, July 14, 2020

Time: 1:00 pm – 4:00 pm

Location: Virtual Meeting via BlueJeans

July Meeting Minutes:

- I. Call to Order @ 1:04 pm
 - Motion to start: Natasha Krentz
 - Seconded by: Sue Dickens
 - Members in attendance: Natasha Krentz, Sally Anderson, Chris Johnson, Sara Ovist, Sue Dickens, Susan McKinney, DeAnna Lilienthal, Ngo Imbu
 - Members absent: Kevin Clark (excused), Ranelle Brown (excused)
 - Guests: none

- II. Board Reports:
 - Past-President (Sue Dickens):
 - President (Sally Anderson): see attached
 - President-Elect (Susan McKinney):
 - Treasurer (DeAnna Lilienthal):
 - Assistant Treasurer (Ngo Imbu):
 - Secretary (interim: Natasha Krentz): see attached
 - Education Director (Sara Ovist):
 - Membership Director (Kevin Clark):
 - Business Relations Director (Ranelle Brown):
 - Web Master (Chris Johnson):
 - Communications Director (open):
 - Programming Director (open): n/a
 - Member-At-Large: n/a

- III. Minutes:
 - June Minutes:
 - i. Discussion: none.
 - ii. Vote:
 1. Motion to approve made by: Chris Johnson
 2. Seconded by: Sue Dickens
 3. Vote: unanimously approved

- IV. Treasurer's Report:
 - May and June Financials:
 - i. Discussion: none.
 - ii. Motion to approve made by: Chris Johnson
 - iii. Seconded by: Susan McKinney
 - iv. Vote: unanimously approved



- V. 2020/2021 Budgets
 - Budgets were sent out. If you did not receive them, or have questions, email DeAnna.
 - DeAnna will be working on the 990, which is due in the next few months.

- VI. Open board positions:
 - Secretary
 - Program Director
 - Communications Director
 - Membership Director
 - i. Kevin's membership expired in June and is not sure he'll be able to renew it.
 - Discussion about how to recruit people for these positions.
 - Question and information about our membership list.
 - i. Constant contact has the list. Kevin would check the ARMA page for new members, sent to Sue, and Sue added to Constant Contact.

- VII. Virtual meeting software update
 - Annual subscription has been acquired.
 - Question asked about what info the board needs to know about the tool and how to use it. Sue Dickens plans to send info out about the tool for us to review.
 - All Board Meetings have been set up and sent out.

- VIII. Retention Schedule
 - Sally/Natasha to send out the last version of the proposed changes to the Retention Schedule.
 - This will be on the August agenda to either vote or just have discussion.

- IX. Charity activities for 2020-21
 - Question and discussion about should we support a charity this year, and if so, how. Consensus is to not pursue supporting a charity and reevaluate this decision again in a few months.

- X. ARMA International
 - Sally had registered, but cancelled the registration when it went virtual. Reason to go was chapter and regional activities, and this is not happening during the virtual.

- XI. Twin Cities ARMA - 60th Anniversary in September 2021
 - Idea: recognize at 2021 Spring Conference.
 - Idea: do a special topic on our history in September 2021
 - Idea: start reminding people it is coming soon.

- XII. Sponsorship for 2020/2021 – how do we do this with virtual meetings?
 - Questions and discussion about having our regular vendors participate in some way at our virtual monthly meetings.
 - i. Things to consider:
 1. Programming planned for the sessions to be educational sessions only.
 2. All member information would be handled via emails sent out.
 3. There will most likely be non-members attending the monthly meetings.



XIII. Future Business/Topics/Projects

- August Board Meeting – Tuesday, August 11, 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.
- Future topics:
 - i. Think of a short term projects or tasks we could ask the membership to do.

XIV. Other topics:

- Question about asking membership to help with various jobs like: open position tasks, committee for policy review, planning for 60th Anniversary, etc.
- If you need something posted on the webpage, send to Chris Johnson.
- Reminder for those using Constant Contact: coordinate with each other and with the monthly meeting notices so we don't send out too much or too repetitively.
- We have September and October speakers lined up and posted. September registration will be available sometime this week.
- Natasha willing to head 60th Anniversary Planning Committee.

XV. Meeting Adjourned @ 2:08 pm

- Motion to approve made by: Susan McKinney
- Seconded by: Sue Dickens
- Vote: unanimously approved

Name: Sally Anderson



TC ARMA Monthly Progress/Results

MM/YYYY: 07/2020

Committee or Office: President

Identify the Strategy(s) that was focused on:

Chapter operations, Chapter Promotion

Targets/tasks achieved in last month:

Elections were held and new officers took office. We held our June and July board meetings online.

Issues:

Still looking for people to fill vacant board positions.

Targets/tasks for next month:

Get set up to use Blue Jeans to initiate meetings as needed.
Plan agenda for August Board meeting.

Comments:

TC ARMA Monthly Progress/Results

Date of Report: 07-15-2020

Name: Natasha Krentz

Committee/Position: Secretary (Interim)



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

2. Targets/tasks achieved in last month:
 - a. 06.09 – Board meeting (quorum not met) – rescheduled
 - b. 06.15 – Board meeting
 - c. 06.15 – send out June meeting minutes for review
 - d. 06.15 – upload TC ARMA Minutes for May
 - e. 07.10 – meeting with Sara Ovist to discuss Access account information
 - f. 07.13 – Board meeting
 - g. 07.13 – sent out updated June meeting minutes
 - h. 07.13 – meeting with Sally RE: Retention Schedule Update
 - i. 07-14 – phone with Access to fix account access issues

3. Issues:
 - a. Need to review twincitiesarma@gmail.com Drive files, reorganize, and upload missing files.

4. Targets/tasks for next month:
 - a. 60th Anniversary Planning Committee

5. Comments: