



Event Title: August Board Meeting Minutes

Date: Tuesday, August 11, 2020

Time: 1:30 pm – 3:00 pm

Location: Virtual Meeting via BlueJeans

Meeting Minutes:

- I. Call to Order @ 1:35 pm
 - Members in attendance: Natasha Krentz, Sally Anderson, Chris Johnson, Sue Dickens, Susan McKinney, DeAnna Lilienthal, Ranelle Brown
 - Members absent: Sara Ovist (excused), Ngo Imbu (excused)
 - Guests: none

- II. Online meeting etiquette & process (how can we use the new Bluejeans software more effectively)
 - Reminders to be respectful of letting people finish.
 - Questions about “Hand Raise” function – not everyone can see it
 - A concern: how do we figure out how it works in browser versus the app so we can help users.
 - A concern: how do we limit tickets to the 100 attendees
 - i. We can limit the number of participants in Eventbrite as to how many can signup so that there should never be an issue in BlueJeans with going over our limit.
 - Eventbrite and BlueJeans: by linking these, you must use the link in EventBrite to get this to work properly.

- III. Board Reports:
 - Past-President (Sue Dickens): see attached
 - President (Sally Anderson): see attached
 - President-Elect (Susan McKinney): none
 - Treasurer (DeAnna Lilienthal): none
 - Assistant Treasurer (Ngo Imbu): none
 - Secretary (interim: Natasha Krentz): see attached
 - Education Director (Sara Ovist): none
 - Business Relations Director (Ranelle Brown):
 - Web Master (Chris Johnson): see attached
 - Communications Director (open): n/a
 - Programming Director (open): n/a
 - Member-At-Large: n/a
 - Membership Director (n/a): Kevin Clark submitted his resignation.

- IV. Minutes:
 - July Minutes:
 - i. Discussion: none.
 - ii. Vote:
 1. Motion to approve made by: Sue Dickens
 2. Seconded by: Susan McKinney
 3. Vote: unanimously approved



- V. Treasurer's Report:
 - July Financials will not be ready until our next meeting.

- VI. Open board positions:
 - Membership –
 - i. Susan McKinney will take on this work until we find a membership chair.
 - ii. We got an email about a new member.
 - 1. We should reach out to them.
 - 2. Sally Anderson talked with Regina Hughes of Wright County last week.
 - Secretary
 - Program Director
 - Communications Director
 - i. Susan McKinney and Sue Dickens to talk about Constant Contact.

- VII. Retention Schedule
 - Discussion: no discussion or questions.
 - Vote:
 - i. Motion to approve made by: Susan McKinney
 - ii. Seconded by: Ranelle Brown
 - iii. Vote: unanimously approved

- VIII. Strategic Planning – form a committee
 - Purpose is to update the current strategic plan
 - Sally Anderson and Susan McKinney to review and bring suggested changes to the next board meeting.

- IX. Review of Bylaws – draft to be provided
 - Suggestion to add pages numbers
 - Suggestions to put lasted revision date on all pages
 - Discussion about suggestion to change “newsletter” to “webpage and email communication”
 - Discussion about Section 3 “Qualifications”
 - Motion to update the formatting and included reviewed date: by Susan McKinney.
 - i. Second: Sue Dickens
 - ii. Vote: unanimously approved
 - Natasha Krentz to process the edits.

- X. Twin Cities ARMA - 60th Anniversary in September 2021
 - Prior Idea: recognize at 2021 Spring Conference
 - Prior Idea: do a special topic on our history in September 2021
 - Prior Idea: start reminding people it is coming soon
 - Sally Anderson, Susan McKinney, and Natasha Krentz to work on planning

- XI. Sponsorship for 2020/2021 – how do we do this with virtual meetings?
 - Discussion about how or if to incorporate this into online sessions
 - Susan McKinney to discuss with Ranelle Brown



- XII. Meeting length – 75 or 90 minutes instead of 60
 - Discussion about how and when to incorporate membership recognition and other announcements
 - Discussion about when to start planning the next year of programming
 - i. Start no later than January 2021 for theme and starting to find speakers.

- XIII. Future Business/Topics/Projects
 - September Board Meeting – Tuesday, September 8, 2020
 - i. Virtual Meeting via BlueJeans
 - ii. Time: 1:30 pm-3:00 pm
 - iii. Agenda: to be determined by Sue Dickens, Sally Anderson, and Susan McKinney
 - 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. Meeting Adjourned @ 3:04 pm
 - Motion to adjourn made by: DeAnna Lilienthal
 - Seconded by: Natasha Krentz
 - Vote: unanimously approved

Name: Sue Dickens



TC ARMA Monthly Progress/Results

MM/YYYY: 07/2020

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
Chapter Financial Health: Goal 7

Targets/tasks achieved in last month:

- Pre-meeting prep
- Review budget
- Continue testing in BlueJeans
 - Scheduled monthly board meetings
 - 4 of 5 speakers are scheduled (waiting to confirm November speaker)
- Continued Planning meetings to solidify monthly 2020-2021 meetings
- Sent sympathy card to current president on behalf of Board
- Sent sympathy flowers to treasurer.
- Communicated with various board members on assignment update status
- Reviewed and forwarded Gmail account emails to appropriate board members

Issues:

Lack of communication and follow-up during board member transition.

Targets/tasks for next month:

Transfer duty of bi-weekly review of Gmail to President

Comments:

Name: Sally Anderson



TC ARMA Monthly Progress/Results

MM/YYYY: 08/2020

Committee or Office: President

Identify the Strategy(s) that was focused on:

Chapter operations, Chapter Promotion

Targets/tasks achieved in last month:

We held our July Board meeting online, using our new Bluejeans meeting software.

I had registered for the ARMA International conference, but cancelled once we found out it was going to be online only. It did not seem to offer enough networking opportunities to be a good investment for the Chapter this year.

I reviewed the Bylaws document and sent out proposed items for discussion.

Issues:

Still looking for people to fill vacant board positions.

Targets/tasks for next month:

Continue to learn to use Bluejeans.

Plan agenda for September Board meeting.

Comments:

TC ARMA Monthly Progress/Results

Date of Report: 08-06-2020

Name: Natasha Krentz

Committee/Position: Secretary (Interim)



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

2. Targets/tasks achieved in last month:
 - a. 07.14 – Board meeting
 - b. 07.14 – Meeting with Sally RE: various topics including Retention Schedule changes
 - c. 07.14 – send out June meeting minutes for review
 - d. 07.15 – phone with Access to fix account access issues
 - e. 07.15 – upload TC ARMA Minutes for May
 - f. 07.15 – send email about Board Reports
 - g. 08.05 – updated contact list with information from Sue Dickens
 - h. 08.05 – sent out board agenda with information from Sally Anderson
 - i. 08.06 – sent updated minutes for approval
 - j. 08.06 – resent Retention Schedule files and email

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:

Name: Chris Johnson



TC ARMA Monthly Progress/Results

MM/YYYY: 07/2020

Committee or Office: Web Master

Identify the Strategy(s) that was focused on:

Webmaster: Goal 6

Targets/tasks achieved in last month:

As webmaster:

Updated website with programming events and removed outdated information from Welcome page
Updated website to enable EventBrite upgrade
Prepared speaker presentation pages for Sept and Oct for posting to webpage

As a programming committee member:

Tested BlueJeans application and connections to EventBrite
Engaged with several speakers to obtain bios and presentation details
Reviewed amended contract with MN Arboretum for 2021 event

Issues:

Targets/tasks for next month:

Update website Welcome page with current information
Update program/Events page as information becomes available

Comments: