



Event Title: September Board Meeting Minutes

Date: Tuesday, September 08, 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: Ngo Imbu (excused)
 - Guests: none

- II. Board Reports:
 - Past-President (Sue Dickens): see attached
 - President (Sally Anderson): see attached
 - President-Elect (Susan McKinney):
 - Treasurer (DeAnna Lilienthal):
 - Assistant Treasurer (Ngo Imbu):
 - Secretary (interim: Natasha Krentz): see attached
 - Business Relations Director (Ranelle Brown):
 - Web Master (Chris Johnson):

 - Communications Director (open): n/a
 - Education Director (open): Sara Ovist submitted her resignation.
 - Member-At-Large: n/a
 - Membership Director (open): n/a
 - Programming Director (open): n/a

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

- IV. Treasurer's Report:
 - July Financials:
 - i. Discussion: none.
 - ii. Vote:
 1. Motion to approve made by: Natasha Krentz
 2. Seconded by: Susan McKinney
 3. Vote: unanimously approved



- V. Open board positions:
- Secretary
 - Program Director
 - Communications Director
 - i. Susan and Sue to talk about Constant Contact
 - Education Director (Sara's resignation)
 - i. Most important thing we need to be able to tell attendees is that we will not have pre-credit approval; they will have to submit their own credits.
 - ii. Access may eventually come to us about our account there, and we will eventually need to decide what to do with our stuff there.
 - 1. Natasha Krentz will forward contract to the board.
 - iii. We do have a sign in account to Access' Filebridge.
 - 1. Sue Dickens has a book we can return.
 - Membership Director
 - Ideas:
 - i. Lynnette from RedPath. Susan McKinney to reach out.
 - ii. Rosanne from Cargill. Susan McKinney to reach out.
- VI. Proposal for semi-monthly online networking events
- Logistics:
 - i. Members only or available to all?
 - 1. Before sending to just members, we need to update the member list in Constant Contact.
 - ii. There has to be an administrator available for using BlueJeans.
 - 1. Sue Dickens is willing to set up the BlueJeans link w/o moderator required.
 - iii. Open Door versus A Focus for the Conversation?
 - Motion to add social by: Natasha Krentz, Seconded by Ranelle, Vote: unanimously passes.
 - Proposed Topics:
 - i. 60th Anniversary planning
 - ii. How as COVID affected the way you do your job?
 - iii. What would you like to talk about?
 - To Do:
 - i. Natasha to propose dates.
 - 1. Wednesday, September 23rd @ 4:30 pm – 5:30 pm
 - ii. Natasha to draft verbiage for Constant Contact email.
 - 1. Sue Dickens to create BlueJeans event.
- VII. Updates on Bluejeans platform – tips for using it effectively
- Update: Natasha Krentz cannot use this from her work computer, and will be joining from a personal device and therefore will not be able to share her screen because all files are on her work computer.
 - Sue Dickens to see if there is any premade info from BlueJeans that can be shared.
- VIII. Strategic Planning – form a committee
- Sally and Susan M to review and bring suggested changes to the next board meeting.
- IX. 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.
- Plan:
 - i. Members-only email to ask for ideas and help. Combine with Social Event email.
 - ii. Then add a tag on each event email reminding/asking.

X. Future Business/Topics/Projects

- October Board Meeting – Tuesday, October 13, 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.

XI. Meeting Adjourned @ 2:32 pm

- Motion to adjourn made by: Susan McKinney
- Seconded by: Ranelle Brown
- Vote: unanimously approved

Name: Sue Dickens



TC ARMA Monthly Progress/Results

MM/YYYY: 08/2020

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 for September speaker.
- Reviewed budget
- Continue testing in BlueJeans
- Completed speakers assigned to me for 2020-2021 planning year
- Continued Planning meetings to solidify monthly 2020-2021 meetings
- Submitted expenses for flowers and sympathy cards sent on behalf of Board.
- Followed up with Kevin upon his resignation.
- Reviewed and forwarded Gmail account emails to appropriate board members

Issues:

Still learning BlueJeans .

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: 09/2020

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 August Board meeting online, using our Bluejeans meeting software.

We reviewed the proposed Bylaws discussion items, and determined that no changes were needed at this time. We have adding some formatting and re-published the document.

We also finalized the updated retention schedule.

Issues:

Still looking for people to fill vacant board positions.

I need to get the meeting agendas done sooner before each Board meeting.

Targets/tasks for next month:

Plan agenda for October Board meeting.

Review the strategic plan and propose items for discussion.

Comments:

TC ARMA Monthly Progress/Results

Date of Report: 09-08-2020

Name: Natasha Krentz

Committee/Position: Secretary (Interim)



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

2. Targets/tasks achieved in last month:
 - a. 08.11 – Board meeting
 - b. 08.11 – follow up discussions with Sally Anderson
 - c. 08.12 – send out June meeting minutes for review
 - d. 08.12 – upload TC ARMA Minutes for May
 - e. 08.20 – meeting with Sally Anderson and Susan McKinney RE: 60th Anniv. planning
 - f. 08.27 – drafted messaged for Constant Contact RE: 60th Anniv. planning
 - g. 08.28 – sent proposal for Virtual Social Networking Events
 - h. 09.08 – sent updated minutes for approval

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: