



Event Title: October Board Meeting Minutes

Date: Tuesday, October 13 2020

Time: 1:30 pm – 3:00 pm

Location: Virtual Meeting via BlueJeans

Meeting Minutes:

- I. Call to Order @ 1:33 pm
 - Members in attendance: Natasha Krentz, DeAnna Lilienthal, Sally Anderson, Susan McKinney, Sue Dickens, Chris Johnson, Ngo Imbu
 - Members absent: Ranelle Brown (excused)
 - Guests: none

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

 - Communications Director (open): n/a
 - Education Director (open): n/a
 - Member-At-Large: n/a
 - Membership Director (open): n/a
 - Programming Director (open): n/a

- III. Minutes:
 - September Minutes:
 - i. Discussion: none.
 - ii. Vote:
 - 1. Motion to approve made by: Susan McKinney
 - 2. Seconded by: Ngo Imbu
 - 3. Vote: unanimously approved

- IV. Treasurer's Report:
 - August and September 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
 - Education Director
 - Membership Director
 - Ideas:
 - i. Susan McKinney to review membership list.
- VI. Constant Contact
- Sally reviewed ARMA International list and added a few members to our Constant Contact list.
 - Always update the date in Constant Contact so we know when it was last updated.
 - Also need to be checking for responses in the Gmail Account (twincitiesarms@gmail.com)
- VII. Review of first semi-monthly online networking event (Sept. 23)
- Only 4 attendees, but good informal discussion.
 - Sue Dickens will send a reminder about the November 19th event.
 - Chris will post about November 19th event on the website.
- VIII. Strategic Planning – form a committee
- Sally read through and doesn't see a lot that needs changing.
 - Will discuss again next month.
- IX. Twin Cities ARMA - 60th Anniversary in 2021
- Goal is to start advertising in January.
 - Ideas gathered from September 23rd networking event.
 - Sally asked at Regional President's Meeting.
 - Idea: incorporate "60" into our image on website and constant contact emails.
 - Idea: facts from the past at each monthly meeting.
- X. How to Advertise Invites from other Chapters
- We will add them our normal emails, but not do special emails just for them.
 - We can also put them on our website calendar.
- XI. Future Business/Topics/Projects
- Next Board Meeting – Tuesday, November 10, 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.
- XII. Meeting Adjourned @ 2:07 pm
- Motion to adjourn made by: Chris Johnson
 - Seconded by: Sue Dickens



- Vote: unanimously approved

Name: Sue Dickens



TC ARMA Monthly Progress/Results

MM/YYYY: 09/2020

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 October speaker.
- Held practice session with Elizabeth
- Reviewed budget
- 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: 10/2020

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 September member and Board meetings online.

We held our first online networking meeting on Sept. 23. It was a good discussion.

I updated our Chapter officers on the ARMA Intl website.

I reviewed the members list in Constant Contact and made updates, based on roster from ARMA Intl.

Review of strategic plan postponed this month.

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 November Board meeting.

Review the strategic plan and propose items for discussion.

Comments:

Name: Susan McKinney



TC ARMA Monthly Progress/Results

MM/YYYY: 10/2020

Committee or Office: President-Elect

Identify the Strategy(s) that was focused on:

Targets/tasks achieved in last month:

\$50.00 Memorial sent to Kick Cancer to the Curb. See Attached
Emails sent out to new members.
Working with Ranelle on vendor support opportunities.

Issues:

Targets/tasks for next month:

Send emails to new members identified in ARMA member lists.
Send emails to those members with lapsed memberships.
Work with Ranelle and have proposal for vendor support during the Pandemic in
November.

Comments:

TC ARMA Monthly Progress/Results

Date of Report: 10.13.2020

Name: Natasha Krentz

Committee/Position: Secretary (Interim)



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

2. Targets/tasks achieved in last month:
 - a. 09.08 – Board meeting
 - b. 09.08 – follow up discussions with Sally Anderson
 - c. 09.08 – send out June meeting minutes for review
 - d. 09.08 – sent draft email for Virtual Social Networking Events
 - e. 09.23 – hosted 1st Virtual Social Networking Event, sent notes
 - f. 10.09 – 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
 - b. November Virtual Social Networking Event

5. Comments:

Name: DeAnna Lilienthal



TC ARMA Monthly Progress/Results

MM/YYYY: 09/2020

Committee or Office: Treasurer

Identify the Strategy(s) that was focused on:

Targets/tasks achieved in last month:

- Call with Ngo Imbu to review 990 documents and answer questions so they can be filed.
- Forward 990 to Board and File with IRS
- Process check and several DAVs and Deposits in preparation of August & September Financial Reports.
- Access Escrow Reports from ARMA Internal and export TC-ARMA data.
- Review Attendees for Board Meeting that are registered and sent email reminders to those not yet registered.
- Review Attendees for Chapter Meeting and contact four of them that were registered twice.
- Increase attendee numbers for October Chapter Meeting to 25 for non-members.
- Add Agenda for Oct 13th Meeting and Minutes from Sept 8th Meeting to Eventbrite Online Page.
- Download receipts for WordPress, USPS Box, Merchant Account.
- Download August/September Wells Fargo Statements.
- Enter August/September into Quickbooks.
- Process August/September Financials and forward to Ngo Imbu to review. Waiting for approval before sending to Board.

Issues:

Targets/tasks for next month:

Comments:

Name: Chris Johnson



TC ARMA Monthly Progress/Results

MM/YYYY: 09/2020

Committee or Office: Web Master

Identify the Strategy(s) that was focused on:

C

Targets/tasks achieved in last month:

- Updated the chap. website several times.
- Met with Programming Committee.

Issues:

Targets/tasks for next month:

- Meet with Programming Committee for chapter events
- Update Chapter website as needed

Comments: