Event Title: December Board Meeting Minutes  
Date: Tuesday, December 8, 2020  
Time: 1:30 pm – 3:00 pm  
Location: Virtual Meeting via BlueJeans

Meeting Minutes:

0. Pre-meeting discussion:
   a. Quorum = 3 out of 5 voting members are present, 5 out of 8 board members are present.
   b. We need to look at revising the bylaws and operating procedures to clarify quorum.
   c. Also need to clarify President’s voting; we follow Robert’s Rules which says President only votes to break a tie.

I. Call to Order @ 1:37 pm
   • Members in attendance: Susan McKinney, Sue Dickens, Natasha Krentz, Chris Johnson, Sally Anderson
   • Members absent: Ranelle Brown (excused), DeAnna Lilienthal (excused), Ngo Imbu
   • Guests: none

II. Sally Anderson resignation.
   • Quorum is now 3 out of 5 voting members and 4 of 7 board members.
   • Discussion:
     i. General discussion about the current state of the board, difficulties, negativity, struggling, loss of and changes in communication, the state of the world and our personal life, etc.
   • Status of our chapter: financial we are great, but otherwise we are in bad shape.
   • How do we go forward:
   • How do we fix the communication problem:
   • How do we get the membership to care (or show that they care):
   • Are professional organizations viable anymore? And are chapters of those orgs viable? Do people find them useful, or go only because they have to?

III. Board Reports:
   • Past-President (Sue Dickens): see attached
   • President (Sally Anderson): n/a
   • President-Elect (Susan McKinney): n/a
   • Treasurer (DeAnna Lilienthal): see attached
   • Assistant Treasurer (Ngo Imbu): n/a
   • Secretary (interim: Natasha Krentz): n/a
   • Business Relations Director (Ranelle Brown): n/a
   • 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

IV. Minutes:
• October Minutes:
  i. Discussion: two changes since yesterday: Sept → Oct and Sally → Sue Dickens.
  ii. Vote:
    1. Motion to approve made by: Susan McKinney
    2. Seconded by: Sue Dickens
    3. Vote: unanimously approved

V. Treasurer’s Report:
• October & November Financials:
  i. Discussion: not ready due to delay of information from ARMA International.

VI. Open board positions:
• Secretary
• Program Director
• Communications Director
• Education Director
• Membership Director

VII. John Neuman is interested in a Board position
• Susan McKinney speaks about John’s interest in being our Membership Director.
• Susan McKinney motions to approve John Neuman for the Membership Director. All in attendance agree.

VIII. Vendor door prizes / participation in upcoming meetings
• Susan McKinney is still trying to reach out to Ranelle.
• John Neuman asked if we are going to have vendor opportunity for this year.
• Also, in regards to Spring Conference, if it is in person, we could maybe have some vendor input.

IX. General Discussion about how to do an online conference and how ARMA and MER did them, and how to have vendors involved in a virtual environment.

X. Discussion topic for second online networking event to be held January 26th @ 4pm

XI. Strategic Planning – form a committee
• No discussion.

XII. Twin Cities ARMA - 60th Anniversary in 2021
• No discussion.

XIII. Items to be included in the monthly newsletter to go out the following Monday
• January 26th Social Hour @ 4pm – 5pm
If there is anything that needs to be sent out prior to our next meeting, email Sue Dickens.

XIV. Future Business/Topics/Projects

• Next Board Meeting – Tuesday, January 12, 2020
  i. Virtual Meeting via BlueJeans
  ii. Time: 1:30 pm-3:00 pm
  iii. Agenda: to be determined by Sue Dickens and Susan McKinney

  *If you have something you want on the agenda, please send it to them.*

  1. Discussion about Spring Conference being virtual or in-person or hybrid.

• Future topics:
  i. Think of a short term projects or tasks we could ask the membership to do.

XV. Meeting Adjourned @ 2:53 pm

• Motion to adjourn made by: Sue Dickens
• Seconded by: Natasha Krentz
• Vote: unanimously approved
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:

- Looked for replacement for sudden cancellation of November speaker and finding none due to such short notice sent out cancellation notice in Constant Contact will additional newsletter information.
- Prepared and sent out newsletter
- Continued monthly planning meetings for programming committee
- Reviewed and forwarded Gmail account emails to appropriate board members

Issues:

- Gmail account is not regularly reviewed. President needs to connect with Treasurer to access to log in.
- Lack of communication amongst all board members
- Bylaws and operating procedures need tweaks, especially in voting member area.

Targets/tasks for next month:

Comments:

Disappointed in lack of participation amongst board members.
Name: DeAnna Lilienthal

TC ARMA Monthly Progress/Results

Committee or Office: Treasurer

MM/YYYY: 11/2020

Identify the Strategy(s) that was focused on:

Targets/tasks achieved in last month:
- Attended November Chapter Meeting.
- November Financials processed and sent to Ngo for review before submitting to Board.
- Calls/Meetings with Programming Committee.
- Search for last minute replacement speaker for December Meeting.
- Cancel December Meeting in Eventbrite.
- Respond to various emails from Board members.
- Continually check arrangements gmail account.
- Review Eventbrite attendance for potential board member and sent info to Board.
- Publish January Chapter Meeting and Board Meeting in Eventbrite.
- Send Survey Monkey to attendees of November Chapter Meeting via Eventbrite.

Issues:
- Working remotely is causing some issues when preparing financials.
- Communication with Board Members.

Targets/tasks for next month:
- Work with Ngo on Financial Procedures, etc.
- Prepare Chapter Monthly Meeting Recaps

Comments:
TC ARMA Monthly Progress/Results

Date of Report: 12.08.2020

Name: Natasha Krentz

Committee/Position: Secretary (Interim)

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

2. Targets/tasks achieved in last month:
   a. 10.13 – Board meeting
   b. 10.13 – follow up discussions with Sally Anderson
   c. 10.13 – send out June meeting minutes for review
   d. 10.13 – upload TC ARMA Minutes for August and September
   e. 10.13 – sent updated minutes for approval
   f. 11.19 – hosted Social Networking Hour

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

4. Targets/tasks for next month:
   a. move minutes for 2018-2019 from Webpage to Gmail Drive
   b. 60th Anniversary Planning Committee
   c. Next Social Networking Event – November 19th @ 4pm-5pm

5. Comments: