



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.
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- 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

Name: Sue Dickens



TC ARMA Monthly Progress/Results

MM/YYYY: 11/2020

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:

- 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

MM/YYYY: 11/2020

Committee or Office: Treasurer

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: