



Event Title: February Board Meeting Minutes
Date: Tuesday, February 9, 2021
Time: 1:30 pm – 3:00 pm
Location: Virtual Meeting via BlueJeans

Meeting Minutes:

- O. Pre Meeting Discussion
 - a. BlueJeans Issues with muting and connectivity
 - b. Sue Dickens is going to see if BlueJeans can help somehow.
 - c. Networks, especially in rural areas, are being throttled by internet providers.
- I. Call to Order @ 1:39 pm
 - Members in attendance: Susan McKinney, Sue Dickens, Natasha Krentz, John Neuman, Chris Johnson, DeAnna Lilienthal
 - Members absent: Ranelle Brown, Ngo Imbu
 - Guests: none
- II. Order of Business (Susan McKinney)
- III. Minutes:
 - January Minutes:
 - i. Discussion: none.
 - ii. Vote:
 1. Motion to approve made by: Chris Johnson
 2. Seconded by: DeAnna Lilienthal
 3. Vote: unanimously approved
- IV. Treasurer's Report:
 - December and January Financials:
 - i. Waiting to finalize them before sending to the board for approval.
- V. Board Reports:
 - Past-President (Sue Dickens): see attached
 - i. Working with Planning Committee on sessions.
 - ii. Communicated with Milwaukee about Spring Seminar.
 1. We have a few speakers we could potential use for this.
 - iii. Been checking the email account.
 - iv. Sending out Newsletters
 1. Due date for next email is Tuesday, Feb 16
 - President (Susan McKinney): n/a
 - Treasurer (DeAnna Lilienthal):
 - i. Sent progress report via email.
 - ii. Budget draft is due in May with approval at the June Board meeting.
 - Assistant Treasurer (Ngo Imbu): n/a



- Secretary (interim: Natasha Krentz): n/a
- Business Relations Director (Ranelle Brown): n/a
- Membership Director (John Neuman):
 - i. Getting help with reports from Heather at ARMA International
 - ii. Currently we have 69 (or 59) members
 - iii. Ideas:
 - 1. Asked for expired list from the past year.
 - 2. Plans to email those who have renewed in the last 30 days to send them a thank you.
 - 3. Reaching out to members to do some Member Profiles.
 - a. Chris can put these on the website too.
 - 4. Creating email templates for sending regular emails to expired, soon to expired, and recently renewed members.
- Web Master (Chris Johnson):
 - i. Updated website
 - ii. Has March and April speakers lined up
- President-Elect (open): n/a
- Communications Director (open): n/a
- Education Director (open): n/a
- Member-At-Large: n/a
- Programming Director (open): n/a

VI. Old Business

- Draft Board meeting decorum guidelines
 - i. Please review, redline, and we will discuss more next month
- Update on Board Positions
 - i. Ranelle would like to resign because she doesn't have time to commit to the position.
 - ii. We received a response from Ben Greene who is interested in Programming Chair.
 - iii.
- Spring Conference
 - i. Chris spoke to Arboretum and have reschedule to 2nd Tuesday of September (September 14th, 2021; deposit goes with it.
 - ii. If we have to postpone again to the following April the deposit will go with it.
 - iii. Discussing partnering with the Milwaukee chapter for September and virtual.
 - iv. Too early to start advertising.
 - v. April speaker is speaking on Emoji's.
- January Social
 - i. Natasha gave an update on topics discussed
 - 1. MER, AIIM, ARMA conference platforms.
 - 2. Issues receiving emails and suggestions for emails.
 - ii. Idea for 60th Anniversary: diamond shaped stress balls.
 - 1. Discussion about how to get them to members: shipping or in person.
 - iii. People do want the in person meetings, but don't need one a month.

VII. New Business

- ARMA Milwaukee



- i. Sue Dickens has reached out to discuss partnering with them.
 - ii. Discussion about benefits of doing it:
 - 1. It wouldn't take much work on our part to be part of it.
 - 2. There were people from many chapters who attended last year.
 - 3. It would be great to be able to offer it to our members.
 - MRM Monthly Call
 - i. Susan McKinney attended, but has nothing to pass on.
 - Document sharing – Google Drive? Microsoft Teams? What can everyone access for redlining and comments?
 - i. Discussion summary: we don't think there is anything. Google-drive is probably the best.
- VIII. Member News and Views: A way to get to know each other better. Our opportunity to share anything we want with our fellow board members – the good, the bad, and can even be the ugly.
 - Items shared during this portion are not be captured in the minutes as they are personal and not chapter business.
- IX. Reminders:
 - Next Social Networking is Wednesday, March 24 @ 4:30 pm - 5:30 pm
 - Items to be included in the monthly newsletter to go out the following Monday
If there is anything that needs to be sent out prior to our next meeting, email Sue Dickens.
- X. Future Business/Topics/Projects
 - Next Board Meeting – Tuesday, March 9, 2021
 - i. Virtual Meeting via BlueJeans
 - ii. Time: 1:30 pm-3:00 pm
 - iii. *If you have something you want on the agenda, please send it to Susan McKinney.*
- XI. Meeting Adjourned @ 2:35 pm
 - Motion to adjourn made by: John Neuman
 - Seconded by: Chris Johnson
 - Vote: unanimously approved

Name: Sue Dickens



TC ARMA Monthly Progress/Results

MM/YYYY: 02/2021

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:

- Followed up with Wisconsin Chapter in regard to participation in Spring Seminar. Still waiting for response from Gureski.
- Prepared and sent out newsletter
- Continued monthly planning meetings for programming committee
- Reviewed and forwarded Gmail account emails to appropriate board members
- Followed up with February speaker with logistical information and confirmation for session.

Issues:

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

Targets/tasks for next month:

Comments: