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

Meeting Minutes:

I. Call to Order @ 1:34 pm  
   - Members in attendance: Sue Dickens, Natasha Krentz, DeAnna Lilienthal, Ben Greene, Chris Johnson, John Neuman  
   - Members absent: Susan McKinney, Ngo Imbu  
   - Guests: none

II. Minutes:  
   - February Minutes:  
     i. Discussion: edited a typo since sending out yesterday  
     ii. Vote:  
        1. Motion to approve made by: Chris Johnson  
        2. Seconded by: DeAnna Lilienthal  
        3. Vote: unanimously approved

III. Treasurer’s Report:  
   - December, January, and February Financials:  
     i. Discussion: only activity is account fees and member dues  
     ii. Vote:  
        1. Motion to approve made by: Natasha Krentz  
        2. Seconded by: John Neuman  
        3. Vote: unanimously approved

IV. Board Reports:  
   - Past-President (Sue Dickens): none.  
   - President (Susan McKinney): none.  
   - Treasurer (DeAnna Lilienthal): see attached.  
   - Assistant Treasurer (Ngo Imbu): n/a  
   - Secretary (interim: Natasha Krentz): none.  
   - Membership Director (John Neuman): none.  
   - Programming Director (Ben Greene): n/a  
   - Web Master (Chris Johnson): none.  
   - President-Elect (open): n/a  
   - Business Relations Director (open): n/a  
   - Communications Director (open): n/a  
   - Education Director (open): n/a  
   - Member-At-Large: n/a
Old Business
- Draft Board meeting decorum guidelines
  i. Some discussion was had.
  ii. For April, please review Susan McKinney’s file and send her redlines, and we will discuss more next month
- Update on Board Positions
  i. No new info.
- Spring Conference / April Session
  i. Milwaukee Chapter – multi Chapter Spring Conference
     1. 12 chapters interested
     2. Start April 13th for 6 days
        a. We will be April 13th.
     3. Start May 11th for 6 days
     4. Each chapter to host a day, including hosting the registration details for their session.
  ii. BlueJeans has a 75 person limit; say seating is limited and have a waiting list.
  iii. Questions:
       1. What additional info do we need to put in Constant Contact newsletter for this event?
       2. How are they doing registration for this event?
       3. What is the membership size of each chapter?
          a. MN is the largest with 68 active members.
          b. Other chapters have 20-25 members.

VI. New Business
- ARMA Drawings
  i. Discussion about the limitations around company policies on accepting gift/prizes.
  ii. Discussion about ideas for how we can do prizes to members.
- Communications through Constant Contact
  i. Discussion about why we send communications out using this tool.
     1. Maintained contact lists
     2. Branded templates
     3. Analytics on responses
- Membership Discussion Topics
  i. Emails to new members
  ii. Email to members renewing in the next 30 days
  iii. Amount of ARMA International emails.
- Future Monthly Sessions
  i. When we can do in-person meetings again, do we plan to do Hybrid Sessions?

VII. Reminders:
- Next Social Networking is Wednesday, March 24 @ 4:30 pm - 5:30 pm
- Send items to be included in the monthly newsletter to Sue Dickens by Monday next.
- If you haven’t yet replied, send budget responses to DeAnna Lilienthal.

VIII. Future Business/Topics/Projects
- April – discussion Elections
• Next Board Meeting – Tuesday, April 13, 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.

IX. 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.

X. Meeting Adjourned @ 2:53 pm
• Motion to adjourn made by: Natasha Krentz
• Seconded by: DeAnna Lilienthal
• Vote: unanimously approved
Name: DeAnna Lilienthal

TC ARMA Monthly Progress/Results

MM/YYYY: 02/2021

Committee or Office: Treasurer

Identify the Strategy(s) that was focused on:

Targets/tasks achieved in last month:
- Provide link to Board Members to register for March meeting, which is private and not on our TC-ARMA Website.
- Budget information sent out to Board positions via email to report back any changes by end of February and cc'd Ngo.
- Call with John Neuman on budget and content he'd created for members.
- Access Escrow Reports from ARMA Internal and export TC-ARMA data.
- Review Attendees for March Board Meeting that are registered and sent email reminders to those not yet registered.
- Review Attendees for March Chapter Meeting and make adjustments for duplicate registrations.
- Download Merchant Account.
- Download February Wells Fargo Statements.
- Enter February Transactions into Quickbooks.
- Process February Financials and forward to Ngo Imbu to review.
- Sent December, January and February Financials to Board. Approval received from Ngo Imbu after they were sent out.
- Created Eventbrite for April Meeting and sent link to Sue for Constant Contact.
- Modifications to website sent to Chris Johnson.
- Calls with Programming Committee.

Issues:

Targets/tasks for next month:

Comments: