



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



V.

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: