

Date and Time:	September 11, 2018
Location:	Virtual on Google Hangout
Board members:	Angela Watt, Gina Smith, Deb Phillips, Jacqueline Gartner, Emily Speight, Mike Clarke, Kristan Cook, Jordan Uytterhagen
Vacant Positions:	Programming

Item #	Description	Time Allotted	Discussion Leader
1.	Approval of Agenda	2 min	All
2.	Review and Approval of Minutes No previous minutes to approve	1 min	All
3.	Actions Items from Previous Meeting a) See attached list from previous strategic planning session b) c)	10 min	All
4.	Directors Reports a) President b) President Elect c) Treasurer – no report submitted d) Membership Director – no report submitted e) Marketing Director - no report submitted f) Communications Director g) Webmaster – no report submitted h) Past President – no report submitted	25	All
5.	New Business/Motions a) First event – Member Recognition event - President b) Zoom meetings for webinars - President c) Newsletter Content Ideas – Communications Director d) Evolution Audio Visual Proposal – Communications Director e) Eventbrite procedures for next event – Communications Director	15	Angela, Jackie,

Next Meeting:

Date and Time:	October 9, 2018 @ 12:00pm MST
Location:	Virtual

Meeting Date	Resp.	Action Item	Comments/Status	Deadline	Completion
1. August 17, 2018	Everyone	<i>Programming Topic List</i>	Review and contribute to the Programming Topic List	August 24	
2.	Everyone	<i>Survey Questions</i>	Consider some survey questions for the membership. What types of events/topics are of interest, what would add value to membership?	August 31	
3.	Everyone	<i>Board Director Reports</i>	Board reports should be completed a week prior to each meeting. These will form part of the meetings agenda items. Board templates can be found here and saved under Agendas Material – 2018/2019	August 31	
4.	Everyone	<i>Review Code of Conduct</i>	Once review has been completed we will sign and have in place by our first meeting. Code of Conduct	September 3	
5.	Everyone	<i>Update Contact Info</i>	Please include Gmail account for meetings using Google Hangouts. Board Members Contact Information 2018	September 7	
6.	Everyone	<i>Email Settings</i>	Please update your ARMA email signatures and consider setting an out of office if the email will not be monitored frequently. Can also add communications@armaedmonton.org as a back up if a response is needed immediately.	September 7	
7.	Everyone	<i>Budget Requirements and Strategic Planning</i>	Each portfolio should have a rough strategic plan for the year (or input into the master plan) with assistance from the Treasurer on budgeting requirements.	September 28	
8.	Deb	<i>Bank Appointment</i>	Contact the bank and see what information they require ahead of time, so the appointment will be short and sweet to change over signing authority.	August 31	
9.	Deb	<i>Follow up with Anita</i>	Please touch base with Anita requesting she submit her final reimbursement for Office 365 in April.	September 28	
10.	Deb	<i>Budget Planning Procedures</i>	Please draft up working procedures on developing portfolio budgets to assist the rest of the board members.	August 31	
11.	Gina	<i>Operations Manual Review</i>	Confirm position descriptions are accurate and update accordingly. Operations Manual		
12.	Jacqueline	<i>Board Meeting Calendar Invites</i>	Meetings will occur on the second Tuesday of each month at noon via Google Hangouts.	August 31	August 21
13.	Kristan	<i>Confirm Access to ARMA.org</i>	Confirm you're able to generate roster reports from the Edmonton Group. If not please notify Angela for access.	August 24	
14.	Kristan	<i>ARMA Pins & Certificates</i>	Looking into purchasing ARMA pins and certificates for long standing members.	September 7	
15.					