

Date and Time:	October 9, 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 meeting b) c)	10 min	All
4.	Directors Reports a) President b) President Elect c) Treasurer d) Membership Director e) Marketing Director f) Communications Director g) Webmaster – no report submitted	25	All
5.	New Business/Motions a) Approval of June AGM minutes – President - motion b) Programming resourcing, communication and debrief of event – President – discussion c) Strategic plan – President – discussion d) Board Member: membership required – President – discussion e) Email for Information: ARMA Canada – President - discussion f) Standard process for member recognition – Communications Director - discussion g) Overhead Projector Purchase – Treasurer – motion h) ARMA Conferences – Board member attendance – Treasurer – discussion i) ARMA Student Discount - discussion	25	Angela, Jackie, Deb

Next Meeting:

Date and Time:	November 13, 2018 @ 12:00pm MST
Location:	Virtual

	Meeting Date	Resp.	Action Item	Comments/Status	Deadline	Completion
1.	August 17, 2018	Everyone	Programming Topic List	Review and contribute to the Programming Topic List	August 24	
2.		Everyone	Survey Questions	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	Board Director Reports	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	Review Code of Conduct	Once review has been completed we will sign and have in place by our first meeting. Code of Conduct	September 3	
5.		Everyone	Update Contact Info	Please include Gmail account for meetings using Google Hangouts. Board Members Contact Information 2018	September 7	
6.		Everyone	Email Settings	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@edmontonarima.org as a back up if a response is needed immediately.	September 7	
7.		Everyone	Budget Requirements and Strategic Planning	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	Bank Appointment	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	Follow up with Anita	Please touch base with Anita requesting she submit her final reimbursement for Office 365 in April.	September 28	
10.		Deb	Budget Planning Procedures	Please draft up working procedures on developing portfolio budgets to assist the rest of the board members.	August 31	
11.		Gina	Operations Manual Review	Confirm position descriptions are accurate and update accordingly. Operations Manual		
12.		Jacqueline	Board Meeting Calendar Invites	Meetings will occur on the second Tuesday of each month at noon via Google Hangouts.	August 31	August 21
13.		Kristan	Confirm Access to ARMA.org	Confirm you're able to generate roster reports from the Edmonton Group. If not please notify Angela for access.	August 24	Confirmed Sept 10
14.		Kristan	ARMA Pins & Certificates	Looking into purchasing ARMA pins and certificates for long standing members.	September 7	Jordan provided pins.
15.	September 11, 2018	Jordan	Virtual meetings & presentations	Look into video/ skype/ remote meeting possibilities for future events.	October 9	
16.		Jordan	ARMA Pins	Bring ARMA pins	September 25	October 3
17.		Gina	Operations Manual Review	Gina to finish assignments from previous strategic planning session (as per action tracking)		
18.		Angela, Mike, Jackie	Programming committee	Form a programming committee	October 9	
19.		Angela, Mike, Gina	Call for Speakers	Issue a call for speakers		October 2
20.		Gina, Kristan	Membership Survey	Send out survey to membership	October 9	Communications sending out list
21.		Kristan	Membership List	Create a membership list	October 9	Reviewed types of reports available
22.		Kristan, Jackie	Messaging	Work to create messaging resources	October 9	October 3
23.		Mike	Marketing List	Create list of people to reach out to for marketing purposes	October 9	
24.		Jackie, Kristan	Welcome Letter	Create Welcome Letter for members	October 9	Jackie creating draft
25.		Emily	Meeting Minutes & Action Sheet	Send out September meeting minutes and updated action sheet to board members	September 25	September 12
26.		Angela	Web Upgrade	View website content and verify Go Live		