

Date and Time:	February 12, 2019, 1200h
Location:	OmniJoin
Board Members:	Angela Watt, Gina Smith, Emily Speight, Jacqueline Gartner, Mike Clarke, Deb Phillips
Regrets:	Jordan Uytterhagen
Vacant Positions:	Programming, Membership

Meeting called to order at 1203h

1. Review and Approval of Agenda

Motion: Accept agenda as presented

Made by Gina Smith and seconded by Mike Clarke CARRIED

2. Review and Approval of board meeting Minutes

Motion: Approve minutes from January 08, 2019

Made by Mike Clark and seconded by Jackie Gartner CARRIED

3. Actions Items from Previous Meeting

See updated list from previous strategic planning session (Agendas Materials & Minutes Folder on SharePoint)

4. Directors Reports (available on SharePoint, contact Directors with any questions)

- a) President
- b) President Elect
- c) Treasurer
- d) Program and Learning Director
- e) Membership Director
- f) Marketing Director
- g) Communications Director
- h) Secretary
- i) Webmaster

5. New Business

- a) Zoom membership Subscription

Motion: Purchase a one-year subscription to Zoom at \$19.99USD/month

Made by Angela Watt and seconded by Emily Speight CARRIED

ACTION: Deb to explore payment options to determine if there is an automatic payment option that does not require a credit card.

- b) Speaker Gifts & Events

- i. Gift cards for speakers is appropriate for remuneration, recommended amount is \$30-\$60 range

- ii. ARMA has Board approved fees for educational events. Changes to the fee schedule would require a motion and approval from the Board.

ACTION: Angela and Jackie to prepare a synopsis of upcoming events.

ACTION: Gina to provide synopsis for marketing the March event.

ACTION: Gina to email prepared cost breakdown structure and budget to the Board members for approval.

- c) March Event

- i. Gina requires approval on the March event. Once the budget is complete it will be distributed and voted on via e-mails

ACTION: Gina to email prepared cost breakdown structure and budget to the Board members for approval.

- d) Sponsorship

- i. Mike is looking for feedback regarding the Marketing Engagement Strategy

ACTION: Mike to provide the proposed Marketing Engagement Strategy.

6. Adjournment

Motion: Adjourn the meeting

Made by Angela Watt seconded by Emily Speight CARRIED

Meeting adjourned at 1246h

Next Meeting:

Date and Time: March 12, 2019 1200h

Location: Virtual on WebEx Software (Invite to be sent out at future time)