

Date and Time:	May 14, 2019, 1200h
Location:	Zoom (Virtual)
Board Members:	Angela Watt, Emily Speight, Jacqueline Gartner - Quorum not met; motions to be made and sent out to be voted on via e-mail.
Regrets:	Jordan Uytterhagen, Mike Clarke, Gina Smith, Deb Phillips
Vacant Positions:	Programming, Membership

Meeting called to order at 1211h. Quorum not met; Board decided to have the meeting and motions would be made and sent out to be voted on via e-mail.

## 1. Review and Approval of Agenda

**Motion:** Accept agenda as presented.

No motion was made to accept Agenda as quorum was not reached. The decision was made to hold the meeting and that motions would be made and sent out via e-mail to be voted on.

## 2. Review and Approval of board meeting Minutes

**Motion:** Approve minutes from March 12, 2019.

Made by Angela Watt and seconded by Emily Speight. CARRIED

## 3. Actions Items from Previous Meeting

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

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

**ACTION:** Board members to let Angela know if they intend to allow their name to stand for next year no later than April 1, 2019.

**ACTION:** Jacqueline to ensure all current EventBrite registrations do not close until 30 minutes after the completion of an event and to continue doing this going forward to allow for walk-in attendance.

## 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) ARMA Canada Attendance - Emily

**Motion:** Amend the March motion (5e) to send Gina to ARMA Canada and send Emily in her place.

Made by Angela Watt and seconded by Jacqueline Gartner. CARRIED

*Emily abstained from voting*

b) Election

- i. Angela needs to post positions for upcoming election
- ii. All Board members should have contacted Angela by the April 1, 2019 to indicate if they wish to stay on the Board or not and any changes to position.
- iii. Angela is issuing a last call to current Board members who have not yet reached out to her to discuss their intentions for the upcoming year. If she has received a response before Friday, May 17, 2019 she will assume the Board member intends to resign. The position will be posted.

**ACTION:** Board members to let Angela know if they intend to allow their name to stand for next year prior to Friday May 17, 2019. Board members who have already communicated to Angela their intentions for the upcoming year do not need to contact her again.

**ACTION:** Deb to follow up on Incorporation status and year end

c) AGM

- i. The AGM will be held on June 26, 2019, as a luncheon event.
- ii. A speaker will be brought in to speak on privacy.
- iii. Angela requests assistance from the Board in planning this event.

d) 2019/2020 Strategic and Program Planning

- i. Angela would like to get a head start on planning for the upcoming year.
- ii. A strategic planning day will be scheduled in mid to late July.
- iii. Angela will start an overall strategic plan document for all Board members to contribute to.
- iv. Year-end reports are also required from each Board member.
- v. Discussion regarding possible strategies to engage students and increase membership.

**ACTION:** Board members to begin strategic planning for their individual position. Each position creates a plan.

**ACTION:** Board members to complete a year-end report and submit it to the SharePoint site no later than June 15, 2019. No current template exists, it is recommended to use the monthly Director Report template.

e) Programming Documentation to SharePoint

- i. A reminder that programming documentation needs to be uploaded to SharePoint. Jacqueline will send out an e-mail to Board members indicating the necessary documentation providing links to appropriate folders.

**ACTION:** Board members to upload programming documentation to SharePoint.

f) Classification Events – Survey

- i. Members expressed interest in more training on classification after Ken Oldenberger’s April presentation. A survey will be sent out to the membership to assist in event planning in 2019/2020 year.

**ACTION:** Jacqueline to put together a draft survey.

**ACTION:** All Board members to provide ideas for questions as well as feedback throughout the process.

g) June CPG

- i. June CPG provided for webinar session
- ii. Webinar will be provided to membership for free as there is a cost for the event that follows the June AGM

**Motion:** Approve June CPG.

Made by Emily Speight and seconded by Angela Watt CARRIED

h) May CPG

- i. Deb submitted information for May event (CPG)

**ACTION:** Deb to clarify with Board is “screen cost” includes a projector cost or only a screen. A projector was purchased for the Big Data event which can be used.

**Motion:** Approve May CPG.

Made by Emily Speight and seconded by Angela Watt CARRIED

i) Recognition Membership

**Motion:** Purchase an ARMA Canada Pro membership for Marlena Muskens in recognition of her work as Editor for the ARMA Edmonton Newsletter.

Made by Angela Watt and seconded by Jacqueline Gartner CARRIED

## 6. Adjournment

**Motion:** No motion made as quorum was not reached.

Meeting adjourned at 1311h

### Next Meeting:

Date and Time: June 11, 2019 1200h

Location: Virtual on Zoom