

Date and Time:	Tuesday, September 10, 2019, 1200h
Location:	ZOOM Meeting ID: 191 394 246
Present:	Angela Watt; Deb Phillips; Emily Speight; Jacqueline Gartner; Karrie Raun; Catherine Logan-Grainger;
Regrets:	Gabriela Barker; Allan Thompson

Meeting called to order at 12:09

1. Review and Approval of Agenda

Motion: Accept agenda as presented

Made by Jacqueline and seconded by Emily CARRIED

2. Review and Approval of August 28, 2019 board meeting Minutes

Motion: Accept minutes as presented

Made by Emily and seconded by Jacqueline CARRIED

3. Actions Items from Previous Meeting

- a) Deb to complete Yearly Board Budget
 - i. Deb to continue to add details and upload to SharePoint
- b) Everyone to write Standard Operating Procedures for their portfolio
 - i. Find the SOP template in Templates folder, when finalized save under Governance/Policy
- c) Deb to investigate if e-transfers are an option for re-imburements, specifically BMO
 - i. ARMA Canada uses BMO, has two-required approval measures, Deb to further investigate
- d) Karrie to re-schedule "Watch Your Hack" webinar
 - i. Karrie spoke with Ryan, looking to book in the week of November 18th
 - ii. Free to members, nominal fee of \$5 for non-members
- e) Angela & Emily to draft Strategic Plan
 - i. Started SWOT analysis, objectives and 5 year stat plan in draft form
 - ii. Feedback is welcomed; directors encourage to identify additional strengths, weaknesses, opportunities, threats
 - iii. To be completed and ready for review by end of month before sending to ARMA Canada
- f) Everyone to review [Code of Conduct](#), ready to take oath on ~~September 10~~ October 8th meeting
- g) Everyone to update [contact info](#) by ~~September 10th~~, still waiting for some to update their info
- h) Everyone to update ARMA [email signatures](#) & out of office settings for when emails can't be monitored frequently, to confirm at next meeting
- 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.
- j) Angela & Emily to book meeting with each director to discuss their portfolio.

ACTION: All directors to provide Angela with 3 potential dates for meeting to discuss portfolio

- k) Jacqueline to post all board meeting dates on website.
 - i. Jacqueline will send out and intro to members including link to meetings. Board reports will be attached to back of agendas.

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

- a) President
- b) Vice President
- c) Treasurer
- d) Program and Learning Director (not submitted)
- e) Membership Director (not submitted)
- f) Marketing Director (not submitted)
- g) Communications Director
- h) Secretary

5. New Business

- a) Review and Approval of Yearly Budget
Postponed till next meeting, October 8th
- b) Oath to be taken on Code of Conduct
Postponed till next meeting, October 8th

6. Discussion

- a) Strategic Planning document
 - i. Started SWOT analysis, objectives and stat plan in draft form, feedback is welcomed; directors encouraged to identify additional strengths, weaknesses, opportunities, threats
 - ii. To be completed and ready for review by end of month, same schedule as ARMA Canada
- b) Update ARMA.org
 - i. Chapter leaders on the first page was outdated, *now updated*.
- c) Presentation of budget and discussion
 - i. Budget presented, discussed RFP for external bookkeeper
ACTION: Angela to contact other local chapters for advice on RFQ process and on how they manage the financial workload.
- d) Amendments after discussion, and vote
- e) Updates on outstanding financials from 2019/2019
- f) Web updates
 - i. Discussed having a volunteer or student to go through site looking for errors or broken links
- g) Operations Manual, *postponed*
- h) Contact page
- i) Membership numbers: We are at 85 members; 44% is in Edmonton, 56% is outside Edmonton
 - i. Membership is down.

- ii. Hosting online programming/events best method to reach a membership where majority reside outside of Edmonton.
- j) Update from ARMA Canada and Annual Task Calendar
ACTION: Everyone to begin populating the Task Calendar with goals and actions
- k) AMCA & ARMA Edmonton joint venture feedback - *postponed*
- l) There will be a significant financial loss this year; Total expenses significantly greater than the revenue for this operating year
 - i. Budget projects a \$17,000 loss, though anticipated to be lower, explored different methods in reporting projected costs
 - ii. Discussed measures that could be taken to lower costs; conferences, venues and caterers booked
 - iii. Jacqueline provided option of free venue space for program delivery or meetings in a boardroom in her St Albert workplace.
ACTION: Angela will email Kirstin re: promotional pins, cc Deb
- m) Discussed beginning meetings at 12:10pm to accommodate work schedules
- n) Victoria chapter celebrating 50th Anniversary, all encouraged to share event, etc. on social media
- o) ARMA Canada is changing escrow payments to be done quarterly
ACTION: Jacqueline and Karrie to coordinate advertising for September 26th event
ACTION: Gabriella to provide Karrie with a list of long-term members who are to be recognized at the September event.
- p) Reminder to send Ken Oldenburger meeting agendas & minutes
- q) Presidents meetings occur every few months, all chapters have had their AGMs
ACTION: Directors to reach out to their ARMA chapters counterparts

Meeting adjourned at 1:17

Motion made by Jacqueline, seconded by Karrie

Next Meeting:

Date and Time: October 8th, 2019

Location: ZOOM