

<b>Date and Time:</b>	Tuesday, October 8, 2019, 1200h
<b>Location:</b>	ZOOM Meeting ID: 191 394 246
<b>Board members:</b>	Angela Watt; Deb Phillips; Emily Speight; Jacqueline Gartner; Karrie Raun; Catherine Logan-Grainger; Gabriela Barker; Allan Thompson
<b>Vacant Positions:</b>	

Item #	Description	Time Allotted	Discussion Leader
1.	<b>Approval of Agenda</b>	2 min	All
2.	<b>Review and Approval of Minutes</b> September 10, 2019 Board of Directors meeting	3 min	All
3.	<b>Actions Items from previous Meeting</b> <ul style="list-style-type: none"> <li>a) Deb to continue to add details and upload Yearly Board Budget to SharePoint</li> <li>b) Everyone to write Standard Operating Procedures for their portfolio</li> <li>c) Deb to investigate if e-transfers are an option for reimbursements, specifically BMO</li> <li>d) Karrie to re-schedule "Watch Your Hack" webinar All directors to provide Angela with 3 potential dates for meeting to discuss portfolio</li> <li>e) Angela &amp; Emily to complete Strategic Plan for review</li> <li>f) Everyone to review <a href="#">Code of Conduct</a>, ready to take oath</li> <li>g) Everyone to update <a href="#">contact info</a> , still waiting for some to update their info</li> <li>h) Everyone to update ARMA <a href="#">email signatures</a> &amp; out of office settings for when emails can't be monitored frequently, to confirm at next meeting</li> <li>i) Each portfolio should have a rough <a href="#">strategic plan</a> for the year (or input into the master plan) with assistance from the Treasurer on budgeting requirements.</li> <li>j) Angela &amp; Emily to book meeting with each director to discuss their portfolio.</li> <li>k) All directors to provide Angela with 3 potential dates for meeting to discuss portfolio</li> <li>l) Jacqueline to post all board meeting dates on website.</li> <li>m) Angela to contact other local chapters for advice on RFQ process and on how they manage the financial workload.</li> <li>n) Everyone to begin populating the Task Calendar with goals and actions</li> <li>o) Angela will email Kirstin re: promotional pins, cc Deb</li> <li>p) Jacqueline and Karrie to coordinate advertising for September 26<sup>th</sup> event</li> <li>q) Directors to reach out to their ARMA chapters counterparts</li> </ul>		All

4.	<b>Directors Reports (summary only)</b> <ul style="list-style-type: none"> <li>a) President</li> <li>b) Vice President</li> <li>c) Treasurer <i>(no report submitted)</i></li> <li>d) Program and Learning Director <i>(no report submitted)</i></li> <li>e) Membership Director</li> <li>f) Marketing Director <i>(no report submitted)</i></li> <li>g) Communications Director</li> <li>h) Secretary</li> </ul>		
5.	<b>New Business</b> <ul style="list-style-type: none"> <li>a) Review &amp; Approval of Yearly Budget</li> <li>b) Oath to be taken on Code of Conduct</li> </ul>		
6.	<b>Discussion</b> <ul style="list-style-type: none"> <li>a) ARMA Events student rates \$125.00 was quoted for the AMCA/ARMA event (AMCA's student rate), and is still cost prohibitive for students. I asked the member what they feel would be reasonable for a full day event, and they suggested 50.00.</li> <li>b) Onboarding and expectations meetings – need to book these in the calendar. The purpose is to discuss each portfolio and how each contribute to achieving the goals of the Chapter. Also to onboard new board members, discuss expectations.</li> <li>c) AMCA &amp; ARMA Edmonton joint venture feedback</li> <li>d) Please add photos and additional event information to the programming folder in SharePoint.</li> <li>e) Suggestion of a holiday social get together.</li> <li>f) Discuss and dates for October, November and December events</li> <li>g) Newsletter idea of member spotlight or ask a RIM professional. Any suggestions?</li> <li>h) Discuss using The Common as venue for November event</li> <li>i) Require clarification on strategic plan - would this not be a Board Strategic plan with each member adding a tactical plan to meet strategic targets?</li> <li>j) Promo items – pens or notebooks</li> <li>k) What do you see as opportunities for marketing, what do you want to see from marketing?</li> </ul>		

**Next Meeting:**

Date and Time: November 12, 2019

Location: ZOOM

# ARMA Edmonton Board Report

**Position:** President

**Name:** Angela Watt

**For the Month of:** September

**Action Items from Previous Month and Minutes (personal action items and from minutes):**

Action Items from Minutes:	Due Date:	Status:
Create & Update Standard Operating Procedures	ongoing	Template uploaded to Templates folder.
Draft Strategic Plan with Vice President	September 10	<a href="#">Draft completed</a> , Please review and comment
Directors to provide dates for Onboarding meetings with Emily and Angela	October 31	<a href="#">Membership completed</a> , <a href="#">Marketing scheduled</a> , <a href="#">Secretary scheduling</a> , awaiting others
Contact other chapters regarding RFP process and handling financial workload	October 31	<a href="#">Recommendations by chapters to hire a bookkeeper, beginning to be standard practice.</a>
Populate task calendar	Ongoing	<a href="#">Not completed</a>
Contact Kirstan regarding pins	September	<a href="#">Completed, pins obtained</a>

## Personal action items related to Strategic Plan

Goal	By When:	Status:

## Activity Done with ARMA Edmonton this month:

- Completed strategic plan with Emily. Awaiting review and comment by directors. Will be reviewing as part of onboarding all directors.
- Completed meeting with Membership Director, familiarized with Sharepoint, Chapter Connections, expectations and ARMA.org.
- Attending and hosted the September Membership Recognition Event.
- Discussed student rates with a member. Will note this for discussion.
- Regained access to email and spent time responding to old emails. Have unfortunately lost a contact for a panel speaker as a result. Still working with NARIMS to replace them.
- Created an opportunity to schedule an ARMA.org training session with Heather Lehman, ARMA Int'l to train new board members on ARMA.org. Awaiting for responses from a couple of Directors, and the training will be scheduled after.
- Corresponded with Marlena Muskens (editor) and she expressed interest in volunteering to be a liaison between students and our chapter. Will be requesting she work with the Membership Director.

## Projects/Committees:

## ARMA Edmonton Board Report

---

- September event: hosting, some light logistics

### Upcoming:

- Speaking AMCA/ARMA Event in October
- ARMA International Conference October 19-24
- SLIS School Council October 25

### New Business / Motions (only items requiring a vote-ie. approvals, etc):

- No motions

### For Discussion (item you would like to discuss):

- ARMA Events student rates
  - 125.00 was quoted for the AMCA/ARMA event (AMCA's student rate), and is still cost prohibitive for students. I asked the member what they feel would be reasonable for a full day event, and they suggested 50.00.
  - Onboarding and expectations meetings – need to book these in the calendar. The purpose is to discuss each portfolio and how each contribute to achieving the goals of the Chapter. Also to onboard new board members, discuss expectations.

# ARMA Edmonton Board Report

**Position:** Vice President

**Name:** Emily Speight

**For the Month of:** September

**Action Items from Previous Month and Minutes (personal action items and from minutes):**

Action Items from Minutes:	Due Date:	Status:
Social media activity (like & share ARMA Edmonton posts)	Ongoing	Doing on a continuous basis
Create SOP for VP role	Ongoing	Will continuously update as I become more comfortable in this role
Strat Plan creation with President	October 31, 2019	Met twice with President to write plan. Draft is complete, plan is ready for Board review

**Personal action items related to Strategic Plan**

Goal	By When:	Status:
Review of Bylaws	June 2020	In progress
Strat Plan	October 2020	In progress

**Activity Done with ARMA Edmonton this month:**

- Shared social media postings (Linked in)
- Attended 2 strat planning meetings that were held over the summer months
- Training of new Secretary
- Preparation and submission of VP budget for 2019/2020 year

**Projects/Committees:**

- Strat Plan

**Upcoming:**

- Will be speaking at the AMCA & ARMA Edmonton joint venture

**New Business / Motions (only items requiring a vote-ie. approvals, etc):**

- 

**For Discussion (item you would like to discuss):**

- AMCA & ARMA Edmonton joint venture feedback

---

# ARMA Edmonton Board Report

**Position:** Secretary

**Name:** Catherine Logan

**For the Month of:** September - October

**Action Items from Previous Month and Minutes (personal action items and from minutes):**

Action Items from Minutes:	Due Date:	Status:
Write Standard Operating Procedures for secretary portfolio	Ongoing	In progress
Provide President with 3 potential dates for meeting to discuss portfolio	October 8	Done
Populate Task Calendar with goals and actions	Ongoing	In progress
Reach out to secretaries of other ARMA Chapters		

**Personal action items related to Strategic Plan**

Goal	By When:	Status:
Further familiarize myself with board materials and processes	Ongoing	

**Activity Done with ARMA Edmonton this month:**

- Prepared agendas, meeting minutes, and corresponded ZOOM meeting details

**Projects/Committees:**

- 

**Upcoming:**

- 

**New Business / Motions (only items requiring a vote-ie. approvals, etc):**

- 

**For Discussion (item you would like to discuss):**

-

## ARMA Edmonton Board Report

**Position:** Treasurer

**Name:** Deb Phillips

**For the Month of:** September 2019

**Action Items from Previous Month and Minutes (personal action items and from minutes):**

Action Items from Minutes:	Due Date:	Status:
Receive budget submission from Directors	08/08/2019	Completed
Build draft chapter budget	15/08/2019	Completed
Check into MS subscription	31/08/2019	In progress
Investigate e-transfer banking option	31/08/2019	In progress

**Personal action items related to Strategic Plan**

Goal	By When:	Status:
Audit Financial Records	31/10/2019	In progress
Submit GST Paid to CRA	31/10/2019	In progress
Reincorporate chapter	TBD	Above items need to be completed be for first

**Activity Done with ARMA Edmonton this month:**

- Draft budget built
- MS O365
  - Called MS and initiated a ticket.
  - Communications Director has signed up for a trial subscription
  - Refund back to the Chapter for funds already paid
- New cheque issued to Vice President
- Revised total operating budget
- Financial Standing
  - TD Bank Balance: \$ 40, 583
  - Investment: \$ 22, 100

**Projects/Committee**

- 

**New Business / Motions (only items requiring a vote-ie. approvals, etc):**

- 

**For Discussion (item you would like to discuss):**

-

# ARMA Edmonton Board Report

**Position:** Communications Director

**Name:** Jacqueline Gartner

**For the Month of:** September

**Action Items from Previous Month and Minutes (personal action items and from minutes):**

Action Items from Minutes:	Due Date:	Status:
Work on welcome letter with new Membership Director	Oct 31	Postponed for new membership director. Will set up meeting.
Look into professional membership for Marlena	Sept 30	Registered and submitted expense claim.
Review the Code of Conduct and be ready to sign at Sept 10 meeting	Sept 10	Reviewed and ready.
Will send out instructions on email signatures and out of office set up	Sept 10	Will send today!

**Personal action items related to Strategic Plan**

Goal	By When:	Status:
Working on Leadership Training	Jun 2020	Ongoing
Continue working on Comms Procedural Docs to support Strategic Plan		Ongoing
Continue leveraging social media accounts		Ongoing

**Activity Done with ARMA Edmonton this month:**

- Regained email access for a second time. Leaving the rest of the Microsoft repayment with the Treasurer.
- Set up eventbrite and prepared communications for September event to be mailed out.
- Called longstanding members and invited them to the event.
- Met with Membership director to go over portfolio information, status update and passed over final tasks for membership appreciation event.
- Met with Marlena to go over newsletter plans and registered her Professional membership.
- Began newsletter brainstorming, worked on articles, waiting on pictures from member appreciation and additional programming information.

**Projects/Committees:**

- 

**Upcoming:**

- Creating a form for programming info needed for creating Eventbrite events. Will also look at updating some of the older forms and templates that we are no longer using.
- Will be posting meeting schedules, agendas and minutes with attached board reports to the website. We'll also be linking the zoom links to the meetings to allow our membership the opportunity to attend.

**New Business / Motions (only items requiring a vote-ie. approvals, etc):**



## ARMA Edmonton Board Report

---

### **For Discussion (item you would like to discuss):**

- Please add photos and additional event information to the programming folder in SharePoint.
- Suggestion of a holiday social get together.
- Newsletter idea of member spotlight or ask a RIM professional. Any suggestions?

---

# ARMA Edmonton Board Report

**Position:** Membership Director

**Name:** Gabriela Barker

**For the Month of:** September

**Action Items from Previous Month and Minutes (personal action items and from minutes):**

Action Items from Minutes:	Due Date:	Status:

**Personal action items related to Strategic Plan**

Goal	By When:	Status:
I need to review this document.	October	

**Activity Done with ARMA Edmonton this month:**

- Attended the appreciation luncheon
- Created certificate and handed out membership pins.

**Projects/Committees:**

- 

**Upcoming:**

- 

**New Business / Motions (only items requiring a vote-ie. approvals, etc):**

- 

**For Discussion (item you would like to discuss):**

-