

<b>Date and Time:</b>	November 13, 2018
<b>Location:</b>	Virtual on OmniJoin
<b>Board members:</b>	Angela Watt, Gina Smith, Deb Phillips, Jacqueline Gartner, Emily Speight, Mike Clarke, Kristan Cook, Jordan Uytterhagen
<b>Vacant Positions:</b>	Programming

Item #	Description	Time Allotted	Discussion Leader
1.	<b>Approval of Agenda</b>	2 min	All
2.	<b>Review and Approval of Minutes</b>	1 min	All
3.	<b>Actions Items from Previous Meeting</b> a) See attached list from previous meeting b) c)	10 min	All
4.	<b>Directors Reports</b> a) President b) President Elect – no report submitted c) Treasurer - no report submitted d) Membership Director - no report submitted e) Marketing Director - no report submitted f) Communications Director g) Webmaster – no report submitted	25	All
5.	<b>New Business/Motions</b> a) One Drive and SharePoint from ARMA – President - motion b) ARMA Edmonton Chapter Info/Update – President – discussion c) Calendar of Events – President – discussion d) Standard process for member recognition (comments from event) - Communications Director - discussion e) Membership/programming survey - Communications Director – discussion f) WordPress site Go Live – Communications Director - discussion g) Social Media Discussion (LinkedIn, etc.) – Communications Director – discussion	25	Angela, Jackie

**Next Meeting:**

<b>Date and Time:</b>	December 11, 2018 @ 12:00pm MST
<b>Location:</b>	Virtual