

Date and Time:	November 13, 2018, 1200h
Location:	OmniJoin
Board Members:	Angela Watt, Gina Smith, Emily Speight, Kristan Cook, Jacqueline Gartner, Mike Clarke
Regrets:	Jordan Uytterhagen, Deb Phillips
Vacant Positions:	Programming

Meeting called to order at 1212h

**1. Review and Approval of Agenda**

**Motion:** Accept agenda as presented

Made by Gina Smith and seconded by Jacqueline Gartner *CARRIED*

**2. Review and Approval of board meeting Minutes**

**Motion:** Approve minutes from October 9, 2018

Made by Gina Smith and seconded by Jacqueline Gartner *CARRIED*

**3. Actions Items from Previous Meeting**

See attached list from previous strategic planning session

**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) One Drive and SharePoint from ARMA
  - i. ARMA International is moving chapters from SharePoint to One Drive  
*ACTION: Angela to upload document for Board members to comment on*  
*ACTION: Board members to provide comments*
- b) ARMA Edmonton Chapter Info/Updates
  - i. Ken Oldenberger is collecting Chapter information  
*ACTION: Angela to upload document for Board members to comment on*  
*ACTION: Board members to provide comments*

- c) Calendar of Events
  - i. Would like to create a list of topics to assist Board members with planning
  - ii. Budgets for event are to be submitted to the Board and ARMA has email  
*ACTION: Angela to upload document for Board members to provide suggestions*  
*ACTION: Board members to provide suggestions*
  
- d) Standard Process for Member Recognition (comments from event)
  - i. Feedback from last event was that recognition has been inconsistent over the past years and people would like a formalized process/annual event to address member recognition.  
*ACTION: Angela to connect with ARMA Calgary to see if there is interest in a combined annual event.*
  
- e) Membership/programming Survey
  - i. A 2018 membership survey is outstanding  
*ACTION: Kristan to create a 2018 membership survey*  
*ACTION: Board members to provide input once draft has been posted*
  
- f) WordPress site Go Live
  - i. Board reports and agendas will be posted to the website for transparency  
*ACTION: Jacqueline and Jordan to determine Go Live approach*
  
- g) Social Media Discussion (LinkedIn, etc.)
  - i. Jacqueline is updating social media weekly, please forward any items you would like to see on social media to her.  
*ACTION: All board members to like and share ARMA Edmonton social media posts to improve visibility.*

## 6. Adjournment

**Motion:** Adjourn the meeting  
Made by Angela Watt seconded by Gina Smith CARRIED

Meeting adjourned at 1251h

### Next Meeting:

Date and Time: December 11, 2018 1200h

Location: Virtual on WebEx Software (further information to follow)