

Date and Time:	January 08, 2019, 1200h
Location:	WebEx
Board Members:	Angela Watt, Gina Smith, Emily Speight, Kristan Cook, Jacqueline Gartner, Mike Clarke, Jordan Uytterhagen, Deb Phillips
Regrets:	
Vacant Positions:	Programming, Membership

Meeting called to order at 1204h

1. Review and Approval of Agenda

Motion: Accept agenda as presented

Made by Emily Speight and seconded by Gina Smith CARRIED

2. Review and Approval of board meeting Minutes

Motion: Approve minutes from November 13, 2018

Made by Angela Watt and seconded by Gina Smith CARRIED

3. Actions Items from Previous Meeting

See updated list from previous strategic planning session (Agendas Materials & Minutes Folder on SharePoint)

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

a) President

b) President Elect

c) Treasurer

i) Concerns with Eventbrite accounts

ACTION: Jackie and Deb to work on updating accounts. Deb will call Eventbrite directly.

ii) File cleanup & GST returns taking longer than anticipated

ACTION: Deb to complete by April 2019.

d) Program and Learning Director

e) Membership Director

f) Marketing Director

g) Communications Director

h) Secretary

i) Webmaster

i) Recommends Board take advantage of Google Tracking for website.

5. New Business

a) Panel discussion at Grant MacEwan

i) Angela has attended one session and intends to attend a second event

b) Events for the remainder of the term

- i) Gina has planned an event for January. The budget has not yet been submitted to be approved by the Board, which leaves a very tight timeline for advertising. Two months is required for Jackie to properly advertise. Gina's presentation will be postponed until March. Angela will put together a webinar event for January.
- ii) Gina will require a projector for her ARMA event.
- iii) Mike discussed the recent government moratorium on spending and suggested that brown bag sessions may be useful in addressing financial restraints put on members.
- iv) Mike is contacting potential sponsors.
- v) Jackie is planning an event for the end of February; hoping to arrange a tour of the Alberta Archives.

ACTION: Deb to post event planning budget and fee template document for Board members to use for event planning.

ACTION: Gina to submit budget ASAP.

ACTION: Board members to provide budget ASAP, and minimum 2 months prior to event.

ACTION: Deb to purchase overhead projector prior to March

ACTION: Angela to organize a Social Media Webinar for January education session

6. Adjournment

Motion: Adjourn the meeting

Made by Angela Watt seconded by Emily Speight CARRIED

Meeting adjourned at 1248h

Next Meeting:

Date and Time: February 12, 2019 1200h

Location: Virtual on WebEx Software (Invite to be sent out at future time)