

<b>Date and Time:</b>	May 14, 2019
<b>Location:</b>	Virtual on Zoom
<b>Board members:</b>	Angela Watt, Gina Smith, Deb Phillips, Jacqueline Gartner, Emily Speight, Mike Clarke, Jordan Uytterhagen
<b>Vacant Positions:</b>	Programming, Membership

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> <ul style="list-style-type: none"> <li>a) <i>ACTION: Deb to explore payment options to determine if there is an automatic payment option that does not require a credit card.</i></li> <li>b) <i>ACTION: Angela and Jacqueline to prepare a synopsis of upcoming events.</i></li> <li>c) <i>ACTION: Board members to let Angela know if they intend to allow their name to stand for next year no later than April 1, 2019</i></li> <li>d) <i>ACTION: Jacqueline to ensure all current EventBrite registrations do not close until 30 minutes after the completion of an event and to continue doing this going forward to allow for walk-in attendance</i></li> </ul>	10 min	All
4.	<b>Directors Reports</b> <ul style="list-style-type: none"> <li>a) President</li> <li>b) President Elect - no report submitted</li> <li>c) Treasurer – Report submitted by Angela on behalf of Treasurer</li> <li>d) Membership Director - vacant</li> <li>e) Marketing Director – no report submitted</li> <li>f) Communications Director</li> <li>g) Webmaster – no report submitted</li> </ul>	25	All
5.	<b>New Business/Motions</b> <ul style="list-style-type: none"> <li>a) ARMA Canada attendance – Emily</li> <li>b) Election</li> <li>c) AGM</li> <li>d) 2019/2020 Strategic and Program Planning</li> <li>e) Programming Documentation to SharePoint</li> <li>f) Classification Events (Survey for Education)</li> <li>g) June CPG</li> </ul>	25	Angela Angela Angela Angela Jacqueline Jacqueline Emily

**Next Meeting:**

Date and Time:	June 11, 2019 @ 12:00pm MST
Location:	Virtual / Zoom Meetings