

Date and Time:	June 11, 2019
Location:	Virtual on Zoom
Board members:	Angela Watt, Gina Smith, Deb Phillips, Jacqueline Gartner, Emily Speight, Mike Clarke, Jordan Uytterhagen
Vacant Positions:	Programming, Membership

Item #	Description	Time Allotted	Discussion Leader
1.	Approval of Agenda	2 min	All
2.	Review and Approval of Minutes – April & May	1 min	All
3.	Actions Items from Previous Meeting <ul style="list-style-type: none"> a) <i>ACTION: Board members to let Angela know if they intend to allow their name to stand for next year prior to Friday May 17, 2019. Board members who have already communicated to Angela their intentions for the upcoming year do not need to contact her again.</i> b) <i>ACTION: Deb to follow up on Incorporation status and year end</i> c) <i>ACTION: Board members to begin strategic planning for their individual position. Each position creates a plan.</i> d) <i>ACTION: Board members to complete a year-end report and submit it to the SharePoint site no later than June 15, 2019. No current template exists, it is recommended to use the monthly Director Report template.</i> e) <i>ACTION: Board members to upload programming documentation to SharePoint.</i> f) <i>ACTION: Jacqueline to put together a draft survey.</i> g) <i>ACTION: All Board members to provide ideas for questions as well as feedback throughout the process.</i> h) <i>ACTION: Deb to clarify with Board is “screen cost” includes a projector cost or only a screen. A projector was purchased for the Big Data event which can be used.</i> 	15 min	All
4.	Directors Reports <ul style="list-style-type: none"> a) President b) President Elect - no report submitted c) Treasurer – no report submitted d) Secretary e) Membership Director - vacant f) Marketing Director – no report submitted g) Communications Director h) Webmaster – no report submitted 	20	All
5.	New Business/Motions <ul style="list-style-type: none"> a) Membership Survey b) Election – results c) AGM 	25	Angela/ Jacqueline Angela

	<ul style="list-style-type: none"> d) June webinar e) Programming Documentation to SharePoint f) Online banking g) Leadership Conference h) ARMA International 		<ul style="list-style-type: none"> Emily/Jackie Jacqueline Jacqueline Angela/Emily Angela/Emily
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Next Meeting:

Date and Time:	July TBD – Planning meetings
Location:	TBD