

Date and Time:	June 11, 2019, 1200h
Location:	Zoom (Virtual)
Board Members:	Angela Watt, Emily Speight, Jacqueline Gartner - Quorum not met; motions to be made and sent out to be voted on via e-mail.
Regrets:	Jordan Uytterhagen, Mike Clarke, Gina Smith, Deb Phillips
Vacant Positions:	Programming, Membership

Meeting called to order at 1201h. Quorum not met; Board decided to have the meeting and motions would be made and sent out to be voted on via e-mail.

1. Review and Approval of Agenda

Motion: Accept agenda as presented.

No motion was made to accept Agenda as quorum was not reached. The decision was made to hold the meeting and that motions would be made and sent out via e-mail to be voted on.

2. Review and Approval of board meeting Minutes

Motion: Approve minutes from May 14, 2019. Note: The motions put forward by e-mail were all carried

Made by Angela Watt and seconded by Jacqueline Gartner. CARRIED OR NOT CARRIED

3. Actions Items from Previous Meeting

ACTION: Board members to let Angela know if they intend to allow their names 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.

ACTION: Deb to follow up on Incorporation status and year end.

ACTION: Board members to begin strategic planning for their individual position. Each position creates a plan.

ACTION: Board members to complete a year-end report and submit it to SharePoint site no later than June 15, 2019. No current template exists, it is recommended to use the Monthly Director Report template.

ACTION: Board members to upload programming documentation to SharePoint.

ACTION: All Board members to provide ideas for questions as well as feedback throughout the survey creation process.

ACTION: Deb to clarify with Board if "screen cost" includes a projector cost or only a screen. A projector was purchased for the Big Data event which can be used.

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

a) President

i. Outstanding action items:

ACTION: Board members to complete a year-end report and submit it to the SharePoint site no later than June 15, 2019. It must be received by Angela before the 25th for the Annual General Meeting (AGM).

ACTION: Gina to upload programming documentation for the March event

ACTION: Deb to upload programming documentation for the May event

ACTION: Gina to confirm that a projector was purchased for the Chapter for the March event

ACTION: Deb to prepare financial statements and incorporation status as part of the year-end report

- 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) Membership survey
 - i. Membership survey has been sent out to the membership and will be posted on the website
 - ii. Membership survey will be open until July 5, 2019

ACTION: ARMA Board members to fill out survey and promote survey
- b) Election - results
 - i. No election was needed as positions were filled by acclamation
 - i. President - Angela Watt
 - ii. President Elect – Emily Speight
 - iii. Treasurer – Deb Phillips
 - iv. Program and Learning Director – Karrie Raun
 - v. Membership Director – Gina Smith
 - vi. Marketing Director – Vacant
 - vii. Communications Director – Jacqueline Gartner
 - viii. Secretary – Catherine Logan-Grainger
 - ix. Webmaster – Vacant

Motion: Angela to explore and provide costing for the outsourcing of bookkeeping and accounting services to assist the Chapter in catching up on the financial backlog and regaining Incorporation status.

Made by Angela Watt and seconded by Jacqueline Gartner CARRIED OR NOT CARRIED

ACTION: Angela to explore and provide costing for the outsourcing of bookkeeping and accounting services to assist the Chapter in catching up on the financial backlog and regaining Incorporation status.

- c) AGM
 - i. The AGM format will now be a Zoom Webinar.

- i. Board members will be given the opportunity to provide a portfolio overview and discuss their work over the year with the Chapter
ACTION: *Angela to e-mail Board members indicating what is required from them for the AGM.*
- d) June Webinar
 - i. 8 individuals have already enrolled.
- e) Programming documentation to SharePoint
 - i. Still require documentation for March and May event.
 - ii. We are receiving overdue notices for MS Online renewal. Deb mailed a cheque. Jackie requires payment details to call MS Online to ensure we do not lose content on the SharePoint site
ACTION: *Deb to provide Jackie with cheque number and date mailed for MS Online renewal*
- f) On-line banking
 - i. Moved discussion to next meeting when Treasurer is present
- g) Leadership Conference
 - i. Fantastic conference, lots of value. Some great learnings and great ideas.
 - ii. Emily and Angela took advantage of grants and shared expenses to keep costs to the Edmonton Chapter to a minimum
 - iii. Courtney (ARMA Canada) mailed out meeting notes to Leadership attendees
ACTION: *Emily to forward meeting notes to Board members and post to SharePoint.*
- h) ARMA International
 - i. The recent change in leadership at ARMA International provides an opportunity to champion for better representation of Canada within ARMA International
 - ii. Would like to see strong representation from the Board at ARMA International
 - iii. Edmonton Chapter can apply to ARMA Canada for Seed Money

6. Adjournment

Motion: No motion made as quorum was not reached.

Meeting adjourned at 1311h

Next Meeting:

Date and Time: September 10, 2019 1200h

Location: Virtual on Zoom