

<b>Date and Time:</b>	September 10, 2019
<b>Location:</b>	ZOOM
<b>Board members:</b>	Angela Watt; Deb Phillips; Emily Speight; Jacqueline Gartner; Karrie Raun; Catherine Logan-Grainger; Gabriela Barker; Allan Thompson
<b>Vacant Positions:</b>	

Item #	Description	Time Allotted	Discussion Leader
1.	<b>Approval of Agenda</b>	2 min	All
2.	<b>Review and Approval of Minutes</b> August 28, 2019 Board of Directors meeting	3 min	All
3.	<b>Actions Items from Previous Meeting</b> <ul style="list-style-type: none"> <li>a) ACTION: Deb to complete Yearly Board Budget by August 15th</li> <li>b) ACTION: Everyone to write Standard Operating Procedures for their portfolio</li> <li>c) ACTION: Deb to investigate if e-transfers are an option for re-imbursments</li> <li>d) ACTION: Emily &amp; Karrie to re-schedule "Watch Your Hack" webinar</li> <li>e) ACTION: Angela &amp; Emily to draft Strategic Plan for next meeting</li> <li>f) ACTION: Everyone review and contribute to the <u>Programming Topic List</u></li> <li>g) ACTION: Everyone consider <u>survey questions</u> for the membership. What types of events/topics are of interest, what would add value to membership?</li> <li>h) ACTION: Everyone to review <u>Code of Conduct</u>, ready to sign on September 10 meeting</li> <li>i) ACTION: Everyone to update <u>contact info</u> by September 10th</li> <li>j) ACTION: Everyone to update ARMA <u>email signatures</u> &amp; out of office settings for when emails can't be monitored frequently</li> <li>k) ACTION: Each portfolio should have a rough <u>strategic plan</u> for the year (or input into the master plan) with assistance from the Treasurer on budgeting requirements.</li> <li>l) ACTION: Angela &amp; Emily to book meeting with each director to discuss their portfolio.</li> <li>m) ACTION: Jacqueline to post all board meeting dates on website.</li> </ul>	20 min	All
4.	<b>Directors Reports (summary only)</b> <ul style="list-style-type: none"> <li>a) President</li> <li>b) President Elect</li> <li>c) Treasurer</li> </ul>		

	<ul style="list-style-type: none"> <li>d) Program and Learning Director (no report submitted)</li> <li>e) Membership Director (no report submitted)</li> <li>f) Marketing Director (no report submitted)</li> <li>g) Communications Director</li> <li>h) Secretary</li> </ul>		
5.	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>a) Review &amp; Approval of Yearly Budget</li> <li>b) Oath to be taken on Code of Conduct</li> </ul>		
6.	<p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>a) Strategic Planning document</li> <li>b) Update ARMA.org</li> <li>c) Presentation of budget and discussion</li> <li>d) Amendments after discussion, and vote</li> <li>e) Updates on outstanding financials from 2019/2019</li> <li>f) Web updates</li> <li>g) Operations Manual</li> <li>h) Contact page</li> <li>i) Membership numbers: We are at 85 members; 44% is in Edmonton, 56% is outside Edmonton</li> <li>j) Update from ARMA Canada and Annual Task Calendar</li> <li>k) AMCA &amp; ARMA Edmonton joint venture feedback</li> <li>l) There will be a significant financial loss this year; Total expenses significantly greater than the revenue for this operating year</li> </ul>		

**Next Meeting:**

Date and Time: October 8, 2019

Location: ZOOM

# ARMA Edmonton Board Report

**Position:** President

**Name:** Angela Watt

**For the Month of:** September

**Action Items from Previous Month and Minutes (personal action items and from minutes):**

Action Items from Minutes:	Due Date:	Status:
Create & Update Standard Operating Procedures	ongoing	Template uploaded to Templates folder.
Draft Strategic Plan with Vice President	September 10	<a href="#">Draft completed</a> , we will continue to update and would like to have it finalized by end of September.
Update contact info	September 10	No changes, confirm still valid
Book 30 minutes meetings with all portfolios	September 10	Outstanding. Will create a schedule for everyone to talk in the month of September.
Prepared and submitted budget for VP role for 2019/2020	August 15	Completed
Review Code of Conduct	September 10	Completed

**Personal action items related to Strategic Plan**

Goal	By When:	Status:

**Activity Done with ARMA Edmonton this month:**

- Focused mostly on strategic planning, responding to emails
- Prepared and submitted budget to Treasurer
- Planned and chaired AGM meeting in June, obtained speakers from National and International
- Chaired and participated in planning meetings in July and August
- Responded to emails once

**Projects/Committees:**

- None for this month

**Upcoming:**

- ARMA event for September/October update?
- Speaking AMCA/ARMA Event in October

**New Business / Motions (only items requiring a vote-ie. approvals, etc):**

- No motions

## ARMA Edmonton Board Report

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### For Discussion (item you would like to discuss):

- Strategic Planning document
- Update ARMA.org
- Presentation of budget and discussion.
  - Amendments after discussion, and vote
- Updates on outstanding financials from 2019/2019
- Web updates
  - Operations Manual
  - Contact page
- Membership numbers: We are at 85 members. 44% is in Edmonton, 56% is outside Edmonton
- Update from ARMA Canada and Annual Task Calendar

# ARMA Edmonton Board Report

**Position:** Vice President

**Name:** Emily Speight

**For the Month of:** September

**Action Items from Previous Month and Minutes (personal action items and from minutes):**

Action Items from Minutes:	Due Date:	Status:
Social media activity (like & share ARMA Edmonton posts)	Ongoing	Doing on a continuous basis
Create SOP for VP role	Ongoing	Will continuously update as I become more comfortable in this role
Provide Programming Director with information to reschedule the June Webinar	September 1	Information provided. Kerrie has been in contact with the speaker to re-book.
Prepared and submitted budget for VP role for 2019/2020	August 15, 2019	Done
Review Code of Conduct	Prior to September 10	Done

**Personal action items related to Strategic Plan**

Goal	By When:	Status:
Review of Bylaws	June 2020	In progress
Strat Plan	October 2020	In progress

**Activity Done with ARMA Edmonton this month:**

- Shared social media postings (Linked in)
- Attended 2 strat planning meetings that were held over the summer months
- Training of new Secretary
- Preparation and submission of VP budget for 2019/2020 year

**Projects/Committees:**

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**Upcoming:**

- Will be speaking at the AMCA & ARMA Edmonton joint venture feedback

**New Business / Motions (only items requiring a vote-ie. approvals, etc):**

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**For Discussion (item you would like to discuss):**

- AMCA & ARMA Edmonton joint venture feedback

# ARMA Edmonton Board Report

**Position: Secretary**

**Name: Catherine Logan**

**For the Month of: August - September**

**Action Items from Previous Month and Minutes (personal action items and from minutes):**

<b>Action Items from Minutes:</b>	<b>Due Date:</b>	<b>Status:</b>
Write Standard Operating Procedures for secretary portfolio	Ongoing	In progress
Review and contribute to the Programming Topic List	Ongoing	In progress
Consider survey questions for the membership.		In progress
Update contact info	September 10	Completed
Update ARMA email signature	September 10	Completed
Review Code of Conduct	September 10	Completed

**Personal action items related to Strategic Plan**

<b>Goal</b>	<b>By When:</b>	<b>Status:</b>
Further familiarize myself with board materials and processes	Ongoing	

**Activity Done with ARMA Edmonton this month:**

- Created LinkedIn account and linked ARMA Edmonton to profile
- Attended Strategic Planning meetings
- Submitted budget to Treasurer
- Reviewed Code of Conduct
- Prepared agendas, meeting minutes, and corresponded ZOOM meeting details

**Projects/Committees:**

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**Upcoming:**

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**New Business / Motions (only items requiring a vote-ie. approvals, etc):**

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**For Discussion (item you would like to discuss):**

# ARMA Edmonton Board Report

**Position:** Communications Director

**Name:** Jacqueline Gartner

**For the Month of:** July/August

**Action Items from Previous Month and Minutes (personal action items and from minutes):**

Action Items from Minutes:	Due Date:	Status:
Work on welcome letter with new Membership Director	Oct 31	Postponed for new membership director. Will set up meeting.
Look into professional membership for Marlana	Sept 30	Received process form ARMA Intl. Will set up meeting.
Review the Code of Conduct and be ready to sign at Sept 10 meeting	Sept 10	Reviewed and ready.
Will send out instructions on email signatures and out of office set up	Sept 10	Documentation prepared, will review and email out.

**Personal action items related to Strategic Plan**

Goal	By When:	Status:
Working on Leadership Training	Jun 2020	Ongoing
Continue working on Comms Procedural Docs to support Strategic Plan		Ongoing
Continue leveraging social media accounts		Ongoing

**Activity Done with ARMA Edmonton this month:**

- Participated in a great AGM web meeting.
- Reviewed the membership survey responses.
- Participated in the Strategic Planning meeting in Red Deer and second follow up web meeting.
- Regained access to outlook accounts.
- Submitted budget to Treasurer.

**Projects/Committees:**

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**Upcoming:**

- Did we confirm all payouts were received from Eventbrite? The last I recall we were waiting for April's statement that should have come in May. (Should be able to answer with updated bank statement)
- Working on registering Marlana as an ARMA member.
- Meet with Marlana to brainstorm ideas and dates for the newsletter.
- Creating a form for programming info needed for creating Eventbrite events. Will also look at updating some of the older forms and templates that we are no longer using.
- May put a call out for a student to help review the website. Identify broken links, check for spelling, suggest layout ideas etc.

## ARMA Edmonton Board Report

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- Will be posting meeting schedules, agendas and minutes with attached board reports to the website. We'll also be linking the zoom links to the meetings to allow our membership the opportunity to attend.

### **New Business / Motions (only items requiring a vote-ie. approvals, etc):**

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### **For Discussion (item you would like to discuss):**

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