

Date and Time:	Tuesday, October 8, 2019, 1200h
Location:	ZOOM Meeting ID: 191 394 246
Present:	Angela Watt; Emily Speight; Jacqueline Gartner; Karrie Raun; Catherine Logan-Grainger; Gabriela Barker; Allan Thompson
Regrets:	Deb Phillips

Meeting called to order at 12:07pm

1. Review and Approval of Agenda

Motion: Accept agenda as presented

Made by Emily and seconded by Catherine CARRIED

2. Review and Approval of board meeting Minutes

Motion: Accept minutes as presented

Made by Emily and seconded by Catherine CARRIED

3. Actions Items from Previous Meeting

- a) Deb to continue to add details and upload Yearly Board Budget to SharePoint
ACTION: Deb to present budget to be voted on next meeting, November 12th
- b) Everyone to write Standard Operating Procedures for their portfolio
- c) Deb to investigate if e-transfers are an option for re-imburements, specifically BMO
- d) Angela & Emily to complete Strategic Plan for review
 - i. Doc saved in SharePoint, to be discussed at individual meeting with directors, a vote will take place to adopt the 5-Year Plan
- e) Each portfolio should have a rough [strategic plan](#) for the year (or input into the master plan) with assistance from the Treasurer on budgeting requirements.
- f) Angela & Emily to book meeting with each director to discuss their portfolio.
- g) All directors to provide Angela with 3 potential dates for meeting to discuss portfolio
 - i. Dates between now and November 8th, excluding October 21st-23rd
- h) Jacqueline to post all board meeting dates on website.
 - i. All that remains to be posted is ZOOM details for monthly meetings
- i) Angela to contact other local chapters for advice on RFQ process and on how they manage the financial workload.
 - i. Has reached out to a few, further investigation required
- j) Everyone to begin populating the Task Calendar with goals and actions
ACTION: Angela will send the Task Calendar to everyone
- k) Directors to reach out to their ARMA chapters counterparts
ACTION: Angela to ask Ken Oldenburger if he has a current list of Chapter members

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

- a) President
- b) Vice President
- c) Treasurer
- d) Program and Learning Director

- e) Membership Director
- f) Marketing Director
- g) Communications Director
- h) Secretary

5. New Business

- a) Review and Approval of Yearly Budget
Postponed till next meeting, ~~October 8th~~ November 12th
- b) Oath to be taken on Code of Conduct
 - i. Oath taken by those in attendance, Deb to take oath at next meeting

Discussion

- a) ARMA Events student rates
- 125.00 was quoted for the AMCA/ARMA event (AMCA's student rate) and is still cost prohibitive for students. I asked the member what they feel would be reasonable for a full day event, and they suggested 50.00.
ACTION: Karrie to provide detailed budget on cost of programs to help board weigh whether lowering the cost to attend is feasible
- b) AMCA & ARMA Edmonton joint venture feedback
 - i. Panelists confirmed, high profile exposure
ACTION: Please let Angela know whether or not you will be in attendance for event
ACTION: Please add photos and additional event information (event highlights) to the programming folder in SharePoint.
- c) What do you see as opportunities for marketing, what do you want to see from marketing?
ACTION: Karrie to send breakdown of events with details to Jacqueline for newsletter
ACTION: Gabriella to membership, create breakdown of membership types, i.e. Student
ACTION: Karrie to review Fee Breakdown Structure re: pricing of events, provide minimum and maximum projections
- d) October 23rd decided to be the date for next lunch-hour webinar
ACTION: Karrie to send Jacqueline the details to advertise
ACTION: Gabriella to communicate with Deb to procure the remaining pins

Meeting adjourned at 12:58pm

Next Meeting:

Date and Time: November 12, 2019
Location: ZOOM