

Date and Time:	Tuesday, November 12, 2019, 1200h
Location:	ZOOM Meeting ID: 191 394 246
Board members:	Angela Watt; Deb Phillips; Emily Speight; Jacqueline Gartner; Karrie Raun; Catherine Logan-Grainger; Gabriela Barker; Allan Thompson
Vacant Positions:	

Item #	Description	Time Allotted	Discussion Leader
1.	Approval of Agenda	2 min	All
2.	Review and Approval of Minutes October 8, 2019 Board of Directors meeting	3 min	All
3.	Actions Items from Previous Meeting <ul style="list-style-type: none"> a) 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 reimbursements, specifically BMO d) Angela & Emily to complete Strategic Plan for review 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 h) Jacqueline to post all board meeting dates on website. i) Angela to contact other local chapters for advice on RFQ process and on how they manage the financial workload. j) Everyone to begin populating the Task Calendar with goals and actions k) Angela will send the Task Calendar to everyone l) Directors to reach out to their ARMA chapters counterparts m) Angela to ask Ken Oldenburger if he has a current list of Chapter members n) Karrie to provide detailed budget on cost of programs to help board weigh whether lowering the cost to attend is feasible o) Karrie to send breakdown of events with details to Jacqueline for newsletter p) Gabriella to membership, create breakdown of membership types, i.e. Student q) Karrie to review Fee Breakdown Structure re: pricing of events, provide minimum and maximum projections 		All

4.	Directors Reports (summary only) <ul style="list-style-type: none"> a) President b) Vice President c) Treasurer <i>(no report submitted)</i> d) Program and Learning Director <i>(no report submitted)</i> e) Membership Director <i>(no report submitted)</i> f) Marketing Director g) Communications Director h) Secretary 		
5.	New Business <ul style="list-style-type: none"> a) Review & Approval of Yearly Budget b) Oath to be taken on Code of Conduct c) Motion to increase promotional/marketing budget to 3000/per year. 		
6.	Discussion <ul style="list-style-type: none"> a) Onboarding and expectations meetings – need to book these in the calendar. The purpose is to discuss each portfolio and how each contribute to achieving the goals of the Chapter. Also to onboard new board members, discuss expectations. b) Chapter finances and incorporation status: Please update on this including what has been done to reinstate the status and get chapter back to where it needs to be c) AMCA & ARMA Edmonton joint venture feedback . d) Suggestion of a holiday social get together. e) Discuss and dates for November and December events f) Newsletter idea of member spotlight or ask a RIM professional. Any suggestions? g) Discuss using The Common as venue for November event h) Require clarification on strategic plan - would this not be a Board Strategic plan with each member adding a tactical plan to meet strategic targets? i) Promo items – pens or notebooks j) What do you see as opportunities for marketing, what do you want to see from marketing? k) Ask ARMAYEG l) Member stories m) Northern Alberta RIM Event 		

Next Meeting:

Date and Time: November 12, 2019

Location: ZOOM

ARMA Edmonton Board Report

Position: President

Name: Angela Watt

For the Month of: November

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

Action Items from Minutes:	Due Date:	Status:
<i>Create & Update Standard Operating Procedures</i>	ongoing	Template uploaded to Templates folder.
<i>Draft Strategic Plan with Vice President</i>	September 10	Draft completed , Please review and comment
Directors to provide dates for Onboarding meetings with Emily and Angela	October 31	<u>Membership & Marketing Completed, Secretary scheduling, Have not heard from Programming, Communications, or Treasurer</u>
Contact other chapters regarding RFP process and handling financial workload	October 31	<u>This is done by sole source. I will reach out to people I know for a quote, does anyone else have any contacts?</u>
Populate task calendar	Ongoing	<u>Not completed</u>
Create Standard Operating Procedures for President role	Ongoing	<u>Not started</u>

Personal action items related to Strategic Plan

Goal	By When:	Status:

Activity Done with ARMA Edmonton this month:

- AMCA/ARMA Workshop:
 - Created half day workshop presentation to education RIM, IM and IG at the collaboration AMCA/ARMA workshop; presented with very good feedback.
 - Managed event logistics and implementation for AMCA/ARMA event
 - Remaining items is to send followup documents to attendees, obtain survey feedback from AMCA, and complete a post-event meeting.
- Webinar: Navigating the Information Universe
 - Introduced the presenter and closed the webinar
- ARMA InfoCon
 - Represented ARMA Edmonton at the Leadership Summit
 - Volunteered last minute to introduce speakers and assist in event logistics
 - Presented on behalf of ARMA Edmonton for 1) Workshop of Creating Project Teams 2) Panel Discussion about Communication along side the co-founder of InfoGov Con and ARMA International Advisor, Jim Merrifield

ARMA Edmonton Board Report

- Newsletter
 - Completed a brief article to highlight ARMA InfoCon and updates from ARMA Canada
- ARMA Canada Presidents Meeting
 - Participated in a video meeting with the Western Canada Advisor, and Western Canada Presidents to discuss programming, finances, and ways to support or collaborate between chapters.
- SLIS School Council Meeting
 - Attended the SLIS School Council Meeting on behalf of ARMA Edmonton to hear updates from the School of Library and Information Sciences, U of A, program updates
- Board Portfolio Orientation and Strategic Discussions
 - Held meetings with the VP, with Membership and Marketing to discuss the vision and goals for those portfolio. All other portfolios are requested to reach out to myself or Emily to book meetings.
- Chapter Correspondence
 - Received an inquiry from a member that would like to discuss how to move from library sciences into information management. Will be meeting them for coffee to also go over the Mentorship Program with ARMA
 - Forwarded a request from Grant MacEwan to Membership and Marketing. We were requested once again to present to the students the benefits of student membership to ARMA. There is a presentation existing that can be used, and it is available on SharePoint
 - Virtual meeting with Iron Mountain executive to discuss a possible webinar that could be done for programming. Sending out introductory email to Programming Director
 - Sent introductory email to Programming Director for possible Collabware webinar.
 - Forwarded email request for donation to SLIS to Treasurer, waiting feedback.

Projects/Committees:

- Assisting portfolios as required.

Upcoming:

- Board portfolio meetings as required

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

- No motions

For Discussion (item you would like to discuss):

-

ARMA Edmonton Board Report

Position: Vice President

Name: Emily Speight

For the Month of: November

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
Strat Plan creation with President	October 31, 2019	Met twice with President to write plan. Draft is complete, plan is ready for Board review

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:

- Presented at AMCA & ARMA Edmonton collaboration event
- Sharing ARMA Edmonton inf

Projects/Committees:

- Strat Plan

Upcoming:

-

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

-

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: October-November

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

Action Items from Minutes:	Due Date:	Status:
Write Standard Operating Procedures for secretary portfolio	Ongoing	In progress
Populate Task Calendar with goals and actions	Ongoing	In progress
Reach out to secretaries of other ARMA Chapters		

Personal action items related to Strategic Plan

Goal	By When:	Status:
Further familiarize myself with board materials and processes	Ongoing	

Activity Done with ARMA Edmonton this month:

- Prepared agendas, meeting minutes, and corresponded ZOOM meeting details

Projects/Committees:

-

Upcoming:

-

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

-

For Discussion (item you would like to discuss):

-

ARMA Edmonton Board Report

Position: Treasurer

Name: Deb Phillips

For the Month of: October 2019

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

Action Items from Minutes:	Due Date:	Status:
Check into MS subscription	30/09/2019	Completed
Investigate e-transfer banking option	30/011/2019	In progress

Personal action items related to Strategic Plan

Goal	By When:	Status:
Audit Financial Records	30/11/2019	In progress
Submit GST Paid to CRA	30/11/2019	In progress
Reincorporate chapter	TBD	Above items need to be completed be for first

Activity Done with ARMA Edmonton this month:

- MS O365
 - All invoices paid
- Financial Standing
 - TD Bank Balance: \$ 38,751
 - Investment: \$ 22,100

Projects/Committee

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

- Need to update reimbursement for travel to align with current best practice amounts. The last time any changes were made was in 2010.
 - I, Deb Phillips, motion that the reimbursement amount be changed for the following:
 - Breakfast currently \$15.00 per day propose change to \$18.00 per day
 - Lunch currently \$20.00 per day propose change to \$23.00 per day
 - Dinner currently \$30.00 per day propose change to \$35.00 per day
 - Mileage currently \$0.43 per km propose change to \$0.50 per day

For Discussion (item you would like to discuss):

-

ARMA Edmonton Board Report

Position: Communications Director

Name: Jacqueline Gartner

For the Month of: October

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

Action Items from Minutes:	Due Date:	Status:
Write Standard Operating Procedures for portfolio	Ongoing	Ongoing
Post all meeting information to website	Nov 12	In progress
Populate task calendar	Nov 12	In progress

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:

- Set up Eventbrite and prepared communications for October and November events.
- Wrote newsletter articles, submitted photos and event information to the newsletter editor.
- Advertised postings on social media and shared upcoming event information.

Projects/Committees:

-

Upcoming:

- 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.

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

-

For Discussion (item you would like to discuss):

- Suggestion of a holiday social get together.
- Newsletter idea of member spotlight or ask a RIM professional. Any suggestions?

ARMA Edmonton Board Report

Position: Marketing Director

Name: Allan Thompson

For the Month of: November

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

Action Items from Minutes:	Due Date:	Status:

Personal action items related to Strategic Plan

Goal	By When:	Status:
Establish chapter reference library/explore integration with ARMA Calgary library.	May 2020	
Create a marketing kit for events.	February 2020	
Select and order swag prior to ARMA's first event in 2020.	January 2020	

Activity Done with ARMA Edmonton this month:

- Attended AMCA/ARMA event

Projects/Committees:

- Reference Library
- Vendor/Industry Engagement
- Networking event

Upcoming:

- Presentation at GMac for RIM

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

- Motion to increase promotional/marketing budget to 3000/per year.

For Discussion (item you would like to discuss):

- Ask ARMAYEG
- Member stories
- Northern Alberta RIM Event