

**ARMA TWIN CITIES CHAPTER**  
**Board of Director's Meeting Minutes**  
**Radisson – Roseville, MN**  
**March 13, 2012**

**Secretary's Report:** Colleen made a motion to approve the February minutes, Kaitlyn seconded. Vote taken, motion carried. The revised minutes will be sent for posting on the website.

**Board Chair**

Position is vacant.

**President**

- View Point – written and submitted
- Sent communication requesting standing reports
- Compiled standing report from items submitted and created Board meeting agenda and sent to Board members
- Attended Spring Conference committee meeting
- Prepared communication for networking event with Mark Rocco at BMS Cat

**President Elect**

Kaitlyn mentioned we will need to purchase gift cards for Spring Conference. Kaitlyn brought the Spring Conference brochure. We already have 13 vendors registered. 19 people have registered for the conference. Kaitlyn and Sheila are going to St. Kate's to research logistics, including parking. Lori B. and Sarah volunteered to assist for Conference; Colleen and Tracy are volunteering for the registration table.

**Arrangements:**

February Meeting at Embassy Suites

Total e-Ply	36
Total registered other	Email (1)
Total walk-ins	2
Total no-shows	1
Late registrations	3
Total members attended	34
Total non-members attended	3
Total attendees w/ speaker	38

Spring Conference

1. Set up ePly for attendee registration

Colleen ordered nametags. Since that expense was not included in the approved budget, Susan made a motion to approve the expenditure; Lori Braegelman seconded. Vote taken, motion carried.

**Budget and Finance Director**

No report.

**Education**

**ARMA International Educational Foundation (AIEF)**

- Deadline for second chance AIEF raffle coming up. Tickets must be returned to AIEF business office by May 1, 2012. Prizes include registrations for the 2012 ARMA conference scheduled for September 23 – September 25, 2012 in Chicago. Tickets are \$5 each and are tax deductible.

## **ICRM**

- 2012 Exam Schedule
  - Spring 2012: Parts 1-5, May 7-May 11, 2012; Part 6, May 17, 2012
  - Registration: February 24, 2012 – May 3, 2012
- Official CRM Exam Prep Program Now Available
  - The ICRM has a formalized, licensed CRM Examination Preparation Product developed for deployment through ARMA International chapters. The program includes all of the materials you need to host an ICRM licensed CRM Examination Preparation Workshop. The ICRM will assess a \$250 user fee for any single chapter, region, or industry-specific association using the product. The fee is good for a one-time use of the product and chapters can set the pricing of the event as they wish to account for expenses and keep any profits they earn. ARMA International chapters complete a required User Agreement and are billed for the fee by ARMA International.

## **Library**

- There are 5 items checked out to three members.

## **Scholarships/Awards**

- Began discussion with Susan McKinney for potential revisions based on member feedback.

## **Employment**

- Six messages were sent to members.

## **Membership**

*(As of Chapter Roster sent on 03/05/12)*

- Total Members: 196
- New Chapter Members: 1 in February 2012
- Prospective Members: 1
- Renewal Notice: 12 (all will expire on 4/1/2012; all contacted)
- Cancelled Members: 5
- Re-designated Members: -1

## **Programming**

- Registered March meeting speaker, obtained speaker's hand-out and forwarded to Martha Mayer for printing, gave Arrangements AV needs for speaker
- Coordinating meet and greet for March meeting speaker and Chapter members and reserved table at Axel's

## **Public Relations**

No report.

## **Publications**

- Newsletter deadline is March 15, 2012

## **Website**

February 2012 web report:

Uploaded January minutes

Uploaded ePly event for March meeting

Uploaded monthly meeting detail

Updated Board contact information

- 384 visitors
- 742 visits
- 2.69 pages/visit

- 2,001 pages viewed
- 11,677 hits
- Top keyword phrases/terms
- ARMA Twin Cities
- ARMA
- Top traffic days – Feb 10/8 with 76/61 visits
- Top traffic days of the week – Monday, Tuesday
- Page 3/Program page was most viewed

### **Old Business**

Community Service Project – Minneapolis Fire museum update – Susan needs the name of the contact Melissa was working with at the museum. This may be a summer project.

50<sup>th</sup> Anniversary -

1. Compiled a trivia slide show (was unable to get it to run in February, will have for March)
2. Trying to come up with something for Spring Conference
  - a. Susan and Beth will do the awards for the May meeting; Sheila will get decorations, etc. Once Tracy finds out from the Guthrie what we can bring, Tracy will order a cake if we're allowed to bring that to the facility; Tracy has a trivia slide show for April and is working on something for May.

Succession Planning – Susan will put an article in the newsletter as well as reach out to people. She may possibly realign the Board to eliminate positions that could be combined into others.

Audit – Action Items – Ben has begun work on the proposed changes to the auditing process directions and expects to be completed soon for submission to the Board. There will be no suggested changes to existing financial or operating procedures. There will be some suggested changes to the audit procedures, although most changes are relatively minor in nature.

### **New Business**

Tenure Pins – Sarah will pull the roster and send it to Susan. She will see how many pins we need to order versus what is in our current inventory.

**Announcements** – Sheila announced that she will be transferring to North Carolina for work. The move is planned for the end of May or June.

**Next Board Meeting:** The date and location for the April Board meeting has not yet been determined. Discussion around timing of April meeting; decision was made to try for the week before Conference. The meeting may be in a downtown location with a call-in number.

**Motion to Adjourn:** Susan made a motion to adjourn, Colleen seconded; vote taken, motion carried. Meeting adjourned at 1:05 p.m.

Respectfully submitted,

Tammy Price, CRM  
Chapter Secretary