

Date and Time:	September 11, 2018, 1200h
Location:	Virtual on Google Hangout
Board Members:	Angela Watt, Gina Smith, Jacqueline Gartner, Emily Speight, Mike Clarke, Kristan Cook, Jordan Uytterhagen
Regrets:	Deb Phillips
Vacant Positions:	Programming

Meeting called to order at 12:13 pm

1. Review and Approval of Agenda

Motion: Accept agenda as presented

Made by Gina Smith and seconded by Kristan Cook CARRIED

2. Review and Approval of board meeting Minutes

Motion: No previous minutes to approve

3. Actions Items from Previous Meeting

See attached list from previous strategic planning session

4. Directors Reports (summary only)

a) President

i. Investigating zoom meetings for webinars

ii. First Event – Member recognition event; planning for speaker

ACTION: Jordan to look into video/skype/remote meeting possibilities for future events

ACTION: Jordan to bring ARMA pins

b) President Elect

i. Working on assignments from previous strategic planning session

ACTION: Gina to finish assignments from previous strategic planning session (see Action Tracking Form)

c) Treasurer

Absent – no report

d) Program and Learning Director

Position vacant

ACTION: Angela, Mike and Jackie to form programming committee.

ACTION: Angela, Mike and Gina to issue a call for speakers.

e) Membership Director

i. Working on assignments from previous strategic planning session

ACTION: Gina and Kristan to send our survey to membership

ACTION: Kristan to create membership list

ACTION: Kristan to work on messaging with Jackie

f) Marketing Director

- i. Nothing to report.

ACTION: Mike to create list of people to reach out to for marketing purposes

g) Communications Director

- i. Newsletter content ideas – Quarterly publication, suggested topics: Education & membership benefits (Sept), Information Governance and risk of non-compliance (Dec), Digital transformation and emerging technologies (Mar). Monthly articles for updates on business, member spotlights, etc. Suggest putting a call out to members for articles.
- ii. Evolution Audio Visual Proposal – Could work with this group through Chateau Lacombe or independently with other locations. Also have offices in Calgary and could facilitate joint meetings. Suggested using a YouTube channel as we can control access to the content.
- iii. Eventbrite procedures for next event. Once the event is finalized, set up the event and make it available for purchase.

ACTION: Jackie and Kristan to create Welcome Letter for members

h) Secretary

- i. Nothing to report.

ACTION: Emily to attach the action sheet when sending out the September meeting minutes to board members

i) Webmaster

- i. Provided update on transition to WordPress; payments will not be processed through WordPress
- ii.

ACTION: Angela to view website content and verify Go Live

5. Adjournment

Motion: Adjourn the meeting

Mady by Angela Watt and seconded by Gina Smith CARRIED

Meeting adjourned at 1249h

Next Meeting:

Date and Time: October 9, 2018 1200h

Location: Virtual on Google Hangouts