

Date and Time:	November 13, 2018, 1200h
Location:	OmniJoin
Board Members:	Angela Watt, Gina Smith, Emily Speight, Kristan Cook, Jacqueline Gartner, Mike Clarke
Regrets:	Jordan Uytterhagen, Deb Phillips
Vacant Positions:	Programming

Meeting called to order at 12:12 pm

## 1. Review and Approval of Agenda

**Motion:** Accept agenda as presented

Made by Gina Smith and seconded by Jacqueline Gartner CARRIED

## 2. Review and Approval of board meeting Minutes

**Motion:** Approve minutes from October 9, 2018

Made by Gina Smith and seconded by Jacqueline Gartner CARRIED

## 3. Actions Items from Previous Meeting

See attached list from previous strategic planning session

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

- a) President
- b) President Elect
- c) Treasurer
- d) Program and Learning Director
- e) Membership Director
- f) Marketing Director
- g) Communications Director
- h) Secretary
- i) Webmaster

## 5. New Business

a) One Drive and SharePoint from ARMA

i) ARMA International is moving chapters from SharePoint to One Drive

*ACTION: Angela to upload document for Board members to comment on*

*ACTION: Board members to provide comments*

b) ARMA Edmonton Chapter Info/Updates

i) Ken Oldenberger is collecting Chapter information

*ACTION: Angela to upload document for Board members to comment on*

*ACTION: Board members to provide comments*

c) Calendar of Events

i) Would like to create a list of topics to assist Board members with planning

ii) Budgets for event are to be submitted to the Board and ARMA has email  
*ACTION: Angela to upload document for Board members to provide suggestions*  
*ACTION: Board members to provide suggestions*

d) Standard Process for Member Recognition (comments from event)

i) Feedback from last event was that recognition has been inconsistent over the past years and people would like a formalized process/annual event to address member recognition.

*ACTION: Angela to connect with ARMA Calgary to see if there is interest in a combined annual event.*

e) Membership/programming Survey

i) A 2018 membership survey is outstanding

*ACTION: Kristan to create a 2018 membership survey*

*ACTION: Board members to provide input once draft has been posted*

f) WordPress site Go Live

i) Board reports and agendas will be posted to the website for transparency

*ACTION: Jacqueline and Jordan to determine Go Live approach*

g) Social Media Discussion (LinkedIn, etc.)

i) Jacqueline is updating social media weekly, please forward any items you would like to see on social media to her.

*ACTION: All board members to like and share ARMA Edmonton social media posts to improve visibility.*

## 6. Adjournment

**Motion:** Adjourn the meeting

Mady by Angela Watt seconded by Gina Smith CARRIED

Meeting adjourned at 1251h

### Next Meeting:

Date and Time: December 11 , 2018 1200h

Location: Virtual on WebEx Software (further information to follow)