



## **EXECUTIVE MEETING AGENDA**

**Date:** June 4<sup>th</sup>, 2021

**Time:** 3:00pm – 4:00pm

**Location:** Virtual <https://us02web.zoom.us/j/89344739119>

**1. Call to Order:** President Hoggan called the meeting to order at 3:03pm

**2. Present (virtually):**

- Al Hoggan – President
- Tyler Lawrason, Vice President
- Shawn Hathaway – Director, Zone 1
- Mike Haugen - Director, Zone 2
- Brent Williams – Director, Zone 5
- Chelsie Chapman - Executive Director, ARMAA

**3. Review of Previous Meeting Minutes**

- Presented by Brent Williams that the Agenda be adopted as presented.

CARRIED

**4. New Business:**

**a. Appointment of new Executive Director**

- Moved by Brent that the board officially appoint Chelsie Chapman as new Executive Director for ARMAA

CARRIED

**b. Motion on amended Signing Authorities :**

- To remove Irene and implement Chelsie Chapman as new bank

signatory. Moved by Brent.

CARRIED

**c. Policy Manual Review:**

**i. Accounts Payable Approvals (New Policy)**

- Shown via screen by Brent Williams. Tyler Lawrason Moved to approve policy

CARRIED

**ii. 04-2014: Records Retention & Disposition (Amendment)**

- Shown via screen by Brent Williams. Moved by Tyler

CARRIED

**iii. 05-2014: Membership (Discussion)**

- Brent Williams discussed the need for clarification of how long a potential member needs to be out of office before being able to join.

CARRIED

**d. Conference Discussion**

**i. Preparation Duties:** Brent Williams will hand off hotel contact to Chelsie Chapman after meeting. In regards to sponsorship... President Al Hoggan says we give them a thank you, and note what they sponsored as well.

CARRIED

**ii. Agenda - AGM..** get it out of the way first. Moved by President Al Hoggan and Tyler Lawrason.

CARRIED

**iii. Invitations to Fraternal Delegates and Municipal Affairs.** President Al Hoggan moved that we send out invites as soon as we have a sponsor package ready

CARRIED

**iv. New Logo Unveiling:** Swag Order --golf shirts for directors and board members and unveil at banquet. Maybe hand out hats? Golf accessories. President Al Hoggan motioned for Chelsie Chapman to handle and asked for a \$5,000 budget.

CARRIED

**e. Other items**

**i. Discussion: RMA Operating Grant**

- Brent Williams motioned if we will be applying as we didn't in

2020. Chelsie Chapman to get necessary info for applying.

CARRIED

**ii. New Domain, implementation of paperless accounting and cloud based storage:**

-Moved by Brent Williams that ARMAA start switching to a virtual business address, convert the 2011 QB to QBO, and engage in Google Workspace for ARMAAs needs. Chelsie Chapman did research and placed in Asana.

- President Al Hoggan and Tyler Lawrason approved a \$1,500/yr increase to the administrative budget to cover this.

CARRIED

**5. Adjournment**

Moved by Al Hoggan that the meeting be adjourned at 4:38pm

CARRIED

DocuSigned by:

*Al Hoggan*

299064B6D0924E1

Al Hoggan - President

Date: 04/06/21

DocuSigned by:

*Chelsie Chapman*

49B8192B979F403

Chelsie Chapman - Executive Director

Date: 04/06/21