



Event Title: June BOD Meeting

Date: June 21, 2017

Time: 1:00-3:00

Location: Academy College, 1600 W. 82nd St., #100, Bloomington, MN

- I. Call to Order
 - a. In attendance: Ben Greene, Matt Whitelock, Kevin Clark, Kerstin Forsythe, Karen Stauber, Kristen Olson, Josh Schaffer, Monica Crocker, DeAnna Lilienthal, Andrew Seifert, Kaitlyn Williams, Dynessa Nordrum, Sue Dickens, Terri Gilson; Suzy Trauscht
 - b. Missing: Penny Zuber, Chris Johnson, Jennifer Witt, Lisa Songle

- II. Minutes – For approval
 - a. April Minutes
 - i. **Kaitlyn moved to approve, Kevin seconded; unanimous approval**

- III. Treasurer’s Report
 - a. April, May Financial Report Approval
 - i. **Kaitlyn moved to approve, Karen seconded; unanimous approval**

- IV. Board Reports
 - a. Past President: Dynessa Nordrum
 - i. Board election results
 - 1. President – Kristen Olson, City of Minneapolis
 - 2. President-Elect – Chris Johnson, MN Dept. of Health
 - 3. Secretary – Sue Dickens, MN Dept. of Natural Resources
 - 4. Treasurer – DeAnna Lilienthal, Chisago County
 - a. **New board membership to ARMA International and Midwest Rocky Mountain Region Leadership**

 - b. President: Josh Schaffer
 - i. Appointments to open board seats
 - 1. Education – Jennifer Witt, MN Dept. of Transportation
 - 2. PR/Vendor Relations – Andrew Seifert, Wipfli LLP
 - 3. Communications – Lisa Songle, Carver County

 - c. President Elect: Kristen Olson
 - i. No report

 - d. Secretary: Kerstin Forsythe
 - i. No report

 - e. Treasurer & Assistant Treasurer: DeAnna Lilienthal & Matt Whitelock
 - i. Charitable contribution balance due
 - 1. This year’s charity was the VA Journeys Program. The board collected scarves, hats, gloves and journals at February meeting. In March, the board purchased and delivered \$563.00 in Visa gift cards and transit passes to the VA Journeys program. The balance of funds collected and



due to the program as of the June meeting was \$1062.20. **A proposal was made for the board to donate an additional \$376.80 from Chapter Funds to bring the entire donation balance for the year to \$2,000.00. Ben Greene moved to approve proposal, Kristen Olson seconded. A check for \$1,437.00 was written for delivery to the VA Journeys Program.**

- f. Seminar/Programs: Kaitlyn Williams and Suzy Trauscht
 - i. Survey will be sent out to members
 - ii. Most profitable event of the year was the webinar
- g. Education: Karen Stauber
 - i. Matt Whitelock has been given the P.O. box key and will take over the responsibility for checking the mailbox
- h. Membership: Kevin Clark
- i. Public Relations: Monica Crocker
- j. Website: Penny Zuber
 - i. No report
- k. Employment: Ben Greene
 - i. 8 messages sent to membership, 3 new job postings placed on website
 - ii. 2 members opted-out of communications; need to monitor to ensure they don't receive messages (Brian Hansen & Fox Stephens)
- V. New Business
 - a. Review process for filling open board positions – review by-laws and operating procedures, discuss any proposed changes at August meeting
 - b. Discuss possibility of “At-Large” board member positions
 - i. **Proposal to add board member position of “At-Large” member with cap on number of positions; need to draft a position description. Monica moved to approve proposal, Kerstin Seconded; unanimous approval – Terri Gilson added as At-Large Member.**
 - c. Planning for next programming year
 - i. Plan all meetings in advance – preferably in conjunction with programming
 - ii. Discuss elections in March for April meeting
 - iii. Maintain board calendar with up-to-date information
 - iv. Move July planning meeting to August
 - v. Prior to August meeting – review operating procedures, by-laws, job descriptions, procedures
 - d. Any other business
 - i. Region leadership conference – **proposal to open to all interested board members with chapter reimbursement per financial procedures for registration and travel expenses. Monica moved to approve proposal, Kerstin seconded; unanimous approval**



- ii. Scholarships – Need clearer/more accessible information on guidelines
- iii. Awards – Keep awards internal, address at August board meeting

VI. Adjourn