



Event Title: October BOD 2017-2018 Meeting Minutes (NO QUORUM)

Date: October 10, 2017

Time: 2:30-4:00 PM

Location: MOA, Bloomington, MN

- I. Call to Order (2:32 p.m.)
 - a. Members present: In attendance: Kevin Clark, Sue Dickens, Chris Johnson, Kristen Olson, Lisa Songle, Suzy Trauscht, Matt Whitelock
 - b. Members absent: Terri Gilson, DeAnna Lilienthal, Josh Schaffer, Andrew Seifert, Kaitlyn Williams, Jennifer W Witt, Penny Zuber

- II. August Minutes – For approval ACTION ITEM (tabled until November meeting)
- III. September Minutes – For approval ACTION ITEM (tabled until November meeting)
- IV. Treasurer’s Report
 - a. August financial report ACTION ITEM (tabled until November meeting)
 - b. September financial report ACTION ITEM (tabled until November meeting)
 - c. Audit Report: last time audit was done was in 2015. Need to determine volunteers willing and able. May solicit volunteers from TC ARMA membership
 - d. Discuss the deposit form and process: Matt talked about deposit forms. He stressed that whoever is doing raffle needs to get the money to Matt or DeAnna for timely deposit. It should not wait until the next meeting. He also noted that cash collected needs to be verified by another board member prior to leaving the meeting.
- V. Board Reports (Due to limited attendance, discussion was limited and members in attendance presented Strategic Follow-Up reports which will be distributed to entire board)
 - a. Past President: Josh Shaffer - Absent
 - b. President: Kristen Olson
 - c. Committee Discussion
 - d. President Elect: Chris Johnson: Chris and Josh are working on PD drafts.
 - e. Secretary: Sue Dickens
 - f. Treasurer & Assistant Treasurer: DeAnna Lilienthal & Matt Whitelock: Matt said he and DeAnna will be providing monthly summaries to board, providing data on attendance and costs for monthly meetings, and working on the audit procedures and DeAnna is working on updating the financial procedures. If board members are interested in learning how to interpret the financial reports it may be more helpful to discuss outside of normal board meeting.
 - g. Seminar/Programs: Kaitlyn Williams and Suzy Trauscht: From vendor survey, 4 vendors responded regarding proposed venue site change from St. Kate’s to Arboretum. 75% said no issue to move. 25% said it would be an issue. Discussion with previous Board member, Sue McKinney, identified that it shouldn’t be an issue since the event is a full day. It was mentioned that we will need to check MNDot website prior to meeting for any travel complications. Changing the venue site has become more challenging due to cost increases. It was noted that the Arboretum room cost is free. Programming wants to ensure everyone’s voice is heard.
 - h. Education: Jennifer Witt- Absent
 - i. Membership: Kevin Clark: Table top discussion was successful, as was recognition of member anniversaries.



- j. Public Relations: Andrew Seifert- Absent
 - k. Website: Penny Zuber- Absent
 - l. Employment: Lisa Songle: See attached.
 - m. At-Large Member: Terri Gilson- Absent
- VI. Old Business
- a. Strategic Plan Finalization: Plan will be posted on website.
 - b. Board member strategic follow-up reports (to be distributed)
 - c. Chapter Calendar Review: Calendar will be posted on website.
 - d. Website management (tabled until November meeting)
 - e. Onboarding/Offboarding (discussed briefly but tabled till November meeting)
 - f. Expectations for report out of regional and international meetings/conferences attended by board members. (tabled until November meeting)
 - g. Board Vote for ARMA approval for overspending (ARMA Conference)
 - a) Votes (8 Yes/2 Abstain/4 No Response): reimbursement check to be processed shortly.
 - b) Review process in bylaws. Confusion over chain of events were discussed briefly and we will revisit with full team if adjustments are needed.
 - c) Reimbursement check cannot be processed until proper approved documentation has been received by the Treasurer / Assistant Treasurer.
- VII. New Business
- a. Website Update: Kerstin will be meeting with Penny Zuber at the International conference to talk about web management and options.
 - b. Access permissions: Kerstin will be meeting with Penny Zuber at the International conference to talk about web management and options.
 - c. Immediate changes (tabled until November meeting)
 - a) Future changes (tabled until November meeting)
 - b) Responsibility for content changes (tabled until November meeting)
 - d. New Committee Ideas: Charity (tabled until November meeting)
 - e. Chapter Resource Needs:
 - a) Communication (tabled until November meeting)
 - b) Spring Conference (tabled until November meeting)
- VIII. Roles/Responsibilities/Communication Protocol
- Preliminary conversation regarding roles, communication protocol (how we communicate, who we communicate to with questions, number of communications etc.) began as a result of the flurry of emails and possible frustration over change in style, leadership, and new members. Limited discussion about roles, how to make things better, being flexible in how we receive messages and what the right amount of communication was brought up but tabled till a full board, or at least quorum could be met to discuss further.
- IX. Miscellaneous:
- a. Would be nice to send a reminder out to meeting attendees to bring cash for charity raffle.
 - b. Watermark in email communications was addressed. Removal of watermarks was recommended.
 - c. Revisit board meeting schedule and availability of members to attend.
 - d. Website was upgraded. Further discussion tabled till next meeting.



X. Adjourn (4:43 p.m.)