



Event Title: June Board Meeting Minutes

Date: Tuesday, June 8, 2021

Time: 1:30 pm – 3:00 pm

Location: Virtual Meeting via BlueJeans

Meeting Minutes:

- I. Call to Order @ 1:34 pm
 - Members in attendance: Susan McKinney, Natasha Krentz, Mary Waytashek, DeAnna Lilienthal (left by 2:32 pm), Sue Dickens, Rosanne Stoltz, Chris Johnson, John Neuman (arrived at ~2:10)
 - Members absent: Ngo Imbu, Ben Greene,
 - Guests: none

- II. Minutes:
 - May Minutes:
 - i. Discussion: none.
 - ii. Vote:
 1. Motion: Sue Dickens
 2. 2nd: DeAnna Lilienthal
 3. Vote: unanimously approved

- III. Treasurer's Report:
 - Budget for 2021-2022
 - i. Discussion: none.
 - ii. Vote:
 1. Motion: Sue Dickens
 2. 2nd: Mary Waytashek
 3. Vote: unanimously approved
 - April Financials:
 - i. Discussion: none.
 - ii. Vote:
 1. Motion: Sue Dickens
 2. 2nd: Mary Waytashek
 3. Vote: unanimously approved

- IV. Board Reports:
 - Past-President (Sue Dickens): see attached.
 - President (Susan McKinney): none.
 - Treasurer (DeAnna Lilienthal): see attached.
 - Assistant Treasurer (Ngo Imbu): none.
 - Secretary (interim: Natasha Krentz): see attached.
 - Membership Director (John Neuman): see attached.
 - Programming Director (Ben Greene): see attached.
 - Programming Director (Mary Waytashek): none.
 - Web Master (Chris Johnson): none.



- President-Elect (open): n/a
- Business Relations Director (open): n/a
- Communications Director (open): n/a
- Education Director (open): n/a
- Member-At-Large: n/a

V. Business

- Education Job Description
 - i. Discussed proposed edits.
 - ii. Discussion about the Library
 - 1. Use of the library waivers based on need and on how much we tell people about it.
 - 2. We do not currently have a way to have PDFs as part of our library. This may be something the new Education Director could look into doing.
- Elections
 - i. Sue Dickens will lead the actions for getting the email and survey monkey created and sent out.
 - ii. Ideas:
 - 1. Reach out to Valerie Raiche
- Board Meeting Schedule
 - i. Tuesday, July 13
 - ii. Tuesday, August 10
 - iii. Beyond that, we plan to keep them on the second Tuesday. Exception: for the longer programming days we will discuss a change of date closer to those dates.
- Programming for 2021-2022 ARMA year
 - i. Ben sent out an email with the plan and schedule.
 - 1. Highlights:
 - a. Less dates.
 - b. Some virtual only. Some hybrid. Some in-person only.
 - c. Some with multiple topics the same day.
 - 2. Questions:
 - a. Dates? Currently all would be the second Tuesday of the designated months.
 - b. Fee for virtual meetings?
 - Prior to COVID, we did free for members and \$15 for non-members.
 - During COVID, we did free for everyone.
 - c. Are virtual meetings going to be free for all?
 - Yes, but keep the choice to say member or non-member.
 - d. Are in person meetings going to keep the same pricing?
 - Need deadlines for the early registration numbers.
 - Will there be a fee for the virtual portion if we do these hybrid?



3. Ben and Mary will move forward with the current plan and start finding speakers and venues.
- Membership
 - i. Newsletter Input
 1. John has worked with Sue on member spotlights. All are done except one.
 - ii. Survey to Inactive members to evaluate reason people have left.
 - iii. Survey to current members to evaluate what type of programming they want.
 - iv. Ideas for bringing back members
 1. John and Mary reviewed the list to identify companies that are no longer involved or people who are no longer in our function.
 2. Identified an issue where some people renewed, but their membership doesn't show they are part of the Twin Cities anymore.
 3. Would everyone be willing to reach out to a few people on the inactive list?
Mostly yes. John will send the list
 - Comped meetings for Board Members
 - i. Susan McKinney proposed that board members do not have to pay for the two in-person meetings for 2021-2022 as a perk of being a board member.
 1. Favorable discussion and we plan to vote on it at the July 2021 Board meeting.
- VI. Reminders:
- Next Social Networking is Tuesday, July 27th at 4:00 pm – 5:00 pm
 - Send items to be included in the monthly newsletter to Sue Dickens by Monday next.
- VII. Future Business/Topics/Projects
- Next Board Meeting – Tuesday, July 13, 2021
 - i. Virtual Meeting via BlueJeans
 - ii. Time: 1:30 pm-3:00 pm
 - iii. *If you have something you want on the agenda, please send it to Susan McKinney.*
- VIII. Meeting Adjourned @ 3:04 pm
- Motion to adjourn made by: Sue Dickens
 - Seconded by: Natasha Krentz
 - Vote: unanimously approved

Name: Sue Dickens



TC ARMA Monthly Progress/Results

MM/YYYY: 05/2021

Committee or Office: Chair/Past President

Identify the Strategy(s) that was focused on:

Chapter Operations: Goal 1, 2
Programming: Goal 4
Webmaster: Goal 6
Business Relations: Goal 3, 5
Chapter Financial Health: Goal 7

Targets/tasks achieved in last month:

- Prepared and sent out newsletter
- Sent out reminder for June speaker session
- Conferred with John on articles for newsletter
- Reviewed and forwarded Gmail account emails to appropriate board members
- Followed up with June speaker for confirmation and questions.
- Added new board members to distribution list and sent board meeting links.

Issues:

- Gmail account is not regularly reviewed by anyone else. I check every two weeks.

Targets/tasks for next month:

Comments:

Name: DeAnna Lilienthal



TC ARMA Monthly Progress/Results

MM/YYYY: 05/2021

Committee or Office: Treasurer

Identify the Strategy(s) that was focused on:

Targets/tasks achieved in last month:

- Budget information sent out to Board positions via email to report back any changes by end of February and cc'd Ngo.
- Access Escrow Report from ARMA Internal and export TC-ARMA data.
- Review Attendees for May Chapter Meeting and make adjustments for duplicate registrations.
- Download Merchant Account.
- Download May Wells Fargo Statements.
- April Transactions into Quickbooks.
- Process April Financials and forward to Ngo Imbu to review.
- Sent April Financials to Board.
- Created Eventbrite for June Meeting and sent link to Sue for Constant Contact.
- Modifications to website sent to Chris Johnson.

Issues:

Targets/tasks for next month:

Comments:

TC ARMA Monthly Progress/Results

Date of Report: 06.07.2021

Name: Natasha Krentz

Committee/Position: Secretary (Interim)



1. Identify the Strategy(s) that was focused on:

2. Targets/tasks achieved in last month:
 - a. 05.11 – attended Board meeting and too minutes
 - b. 05.12 – sent out May meeting minutes for review
 - c. 05.27 – hosted May Social Networking Event
 - d. 06.07 – compile edits to and resent May meeting minutes
 - e. 06.07 – uploaded March and April minutes to the website.
 - f. 06-07 – schedule meeting with new Secretary to transition tasks.

3. Issues:
 - a. Need to review twincitiesarma@gmail.com Drive files, reorganize, and upload missing files.

4. Targets/tasks for next month:
 - a. move minutes for 2018-2019 from Webpage to Gmail Drive
 - b. 60th Anniversary Planning Committee

5. Comments:

Name: John Neuman



TC ARMA Monthly Progress/Results

MM/YYYY: 05/2021

Committee or Office: Membership

Identify the Strategy(s) that was focused on:

- Email Content for 2021 (Education Access and Member Spotlight)
- Chapter Membership (Current vs. Historic)
- Chapter Survey (Help to identify potential increase in membership post COVID)

Targets/tasks achieved in last month:

- Worked with Heather and Wendy from ARMA Int'l to understand higher level outreach for both active and inactive member.
- Provided all 2021 email content except for December (will be Kurt Neumann)
- Working with Mary to help get an understanding of potential gaps in membership.
- Sent emails to prospective members.
- Sent messages to a select number of inactive members.

Issues:

- Limited responses from inactive and prospective members.
- Dynessa Nordrum is moving to TX and will not be a TC chapter member.

Targets/tasks for next month:

- Gain acceptance on the active / inactive member survey.
- Gain acceptance on board members personally reaching out to 5 inactive members as a reactivation campaign.

Comments:

I will be late to our call today. My apologies in advance.

Name: Ben Greene



TC ARMA Monthly Progress/Results

MM/YYYY: 05/2021

Committee or Office: Programming

Identify the Strategy(s) that was focused on:

Targets/tasks achieved in last month:

- Together with Susan M., on-boarded Mary Waytashek into programming role.
- Met with Mary to discuss 2021-22 program year theme and schedule.
- Presented first pass of program year schedule and theme to board for discussion at June meeting.

Issues:

Targets/tasks for next month:

- Solidify program dates and begin coordinating venues.
- Develop list of potential speakers and topics.

Comments: