



Event Title: July Board Meeting Minutes
Date: Tuesday, July 13, 2021
Time: 1:30 pm – 3:00 pm
Location: Virtual Meeting via BlueJeans

Meeting Minutes:

- I. Call to Order @ 1:34
 - Members in attendance: Susan McKinney, Natasha Krentz, DeAnna Lilienthal, Sue Dickens, Rosanne Stoltz, Chris Johnson, John Neuman, Ben Greene
 - Members absent: Ngo Imbu, Mary Waytashek
 - Guests: none

- II. Board Reports:
 - Past-President (Sue Dickens): Report attached
 - i. Worked with John on newsletter
 - ii. Working on year-end report
 - iii. Vote survey sent out (thanks to DeAnna Lilienthal)
 - President (Susan McKinney):
 - i. Following up with a possible candidate for Education Director and will provide an update
 - Treasurer (DeAnna Lilienthal): Report attached
 - i. 990 due in the next few months - Ngo Imbu to review, then will sent to board, then processed to IRS
 - ii. Budgets have been sent out or questions sent via email
 - Assistant Treasurer (Ngo Imbu):
 - Secretary (Rosanne Stoltz):
 - i. Transition meeting with Natasha Krentz went very well
 - Member-at-large (Natasha Krentz):
 - i. Request for books went through Access with no issues
 - ii. Need to follow up with Programming groups on 60th anniversary plans and memorabilia in the Archives
 - Membership Director (John Neuman): Report attached
 - i. 65 active members
 - ii. Medium-sized chapter status
 - iii. A membership report was sent including members who have become inactive in the past 5 years. Also includes a tab showing which county governments are represented.
 - iv. Request board members reach out to members who you know whose memberships have lapsed and let John Neuman know.
 - v. Referrals, friendships, and relationships are more effective than random emails.
 - vi. The report is the most accurate list of active members and recently inactive members with emails.
 - vii. We should also be following up with non-members who attend meetings.
 - Programming Director (Ben Greene & Mary Waytashek): Report attached
 - i. Ben Greene provided an update on speakers planned for the program year
 - ii. Need venues approved, including \$200 room rental at Hilton Garden Inn
 - iii. Need price for Spring Conference 2 months prior to conference



- Web Master (Chris Johnson):
 - i. Need to update News with more current information
 - ii. Received questions about vendor information on the website
 - iii. Discussion about adding a narrative for each vendor, but need to consider vendor sponsor rates
 - iv. Discussed whether the chapter has had or should have a vendor directory
 - v. Need to understand what vendors are looking for

 - President-Elect (open): n/a
 - Business Relations Director (open): n/a
 - Communications Director (open): n/a
 - Education Director (open): n/a
- III. Minutes:
- June Minutes:
 - i. Discussion: Natasha Krentz received edits from two people which were incorporated
 - ii. Vote:
 - 1. Motion: John Neuman
 - 2. 2nd: Sue Dickens
 - 3. Vote: unanimously approved
- IV. Treasurer's Report:
- May / June Financials:
 - i. Discussion: none.
 - ii. Vote:
 - 1. Motion: Sue Dickens
 - 2. 2nd: Chris Johnson
 - 3. Vote: unanimously approved
- V. Business
- Elections
 - i. Results not known at this point
 - ii. Sue Dickens will follow up with Deanna Lilienthal
 - Comped meetings for Board Members
 - i. Discussion: This would include the 2 in-person meetings, not Spring Conference
 - ii. Vote:
 - 1. Motion to comp board members for the 2 in-person meetings: Natasha Krentz
 - 2. 2nd: Sue Dickens
 - 3. Vote: unanimously approved
 - Contact List
 - i. DeAnna Lilienthal raised concerns about the security of including log-in information / passwords on the contact list which is emailed to the board and included for
 - ii. Natasha Krentz shared the information is included on the contact list for convenience.
 - iii. After discussion, the board agreed log-ins could be maintained separately from Board Contact List.



- iv. Natasha Krentz will work with Rosanne Stoltz to create a separate document for Secretary reference
- v. Susan McKinney asked that the information should be in 2-3 places to ensure information can be accessed.
- vi. Natasha Krentz will update the contact list and provide to Rosanne Stoltz
- Scholarships
 - i. John Neuman shared that is a person interested in a scholarship and DeAnna Lilienthal has followed up.
 - ii. The Scholarship form needs to be updated with new contact as well as the website.
 - iii. There was some discussion about requirements of the scholarship recipient (participation in the chapter, pay expenses up front and then chapter will reimburse the recipient, may not receive the scholarship just because they apply, etc.)
 - iv. Susan McKinney will follow-up with a possible Education Director candidate or will assume the role herself.
- Fee Structure for Virtual Chapter Meetings
 - i. Ben Greene raised the question about what to charge members and non-members for virtual meetings – should there be a \$10 flat fee or no charge?
 - ii. Most speakers are not charging a speaker fee.
 - iii. Discussed how to differentiate between members and non-members if the meetings are free either way. Need to provide a benefit to members. Membership numbers are dropping. Having no fee for members and a small fee for non-members requires someone checking the list to determine member status.
 - iv. Vote:
 - 1. Motion: Free for members; \$10 for non-members for this program year (2 virtual meetings) – Ben Greene
 - 2. 2nd: John Neuman
 - 3. Vote: unanimously approved
- Fee Structure for In-Person Chapter Meetings
 - i. Discussed whether there should be a virtual component to in-person meetings. Previously only provided a virtual option when the speaker was virtual.
 - ii. Proposed keeping the same fee structure from last year. Added \$5 if they didn't early-bird register.
 - iii. Package deal at the beginning of the year not needed this year with only 2 in-person meetings.
 - iv. Member / Non-member fees need to move up or down together.
 - v. Vote
 - 1. Motion: Keep fee structure the same as prior to COVID for 2 in-person meetings – Ben Greene The following clarification was made at the August meeting: Prior to COVID, the Early Bird rate was \$35 for Members and \$50 for Non-Members. The rate after Early Bird was \$40 for Members and \$55 for Non-Members.
 - 2. 2nd: John Neuman
 - 3. Vote: unanimously approved

VI. *Member News and Views*

- i. *A way to get to know each other better. Our opportunity to share anything we want with our fellow board members – the good, the bad, and can even be the ugly.*



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ii. Items shared during this portion are not be captured in the minutes as they are personal and not chapter business.

VII. Reminders:

- Next Social Networking is Tuesday, July 27th at 4:00 pm – 5:00 pm
 - i.
- Send items to be included in the monthly newsletter to Sue Dickens by Monday next.

VIII. Future Business/Topics/Projects

- Next Board Meeting – Tuesday, August 9, 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.*

IX. Meeting Adjourned @ 2:53

- Motion to adjourn made by: Ben Greene
- Seconded by: Sue Dickens
- Vote: unanimously approved



Name: _____

TC ARMA Monthly Progress/Results

MM/YYYY: _____

Committee or Office: _____

Identify the Strategy(s) that was focused on:

Targets/tasks achieved in last month:

Issues:

Targets/tasks for next month:

Comments:



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