



Event Title: August Board Meeting Minutes
Date: August 10, 2021
Time: 1:30 pm – 3:00 pm
Location: Virtual Meeting via BlueJeans

Meeting Minutes:

- I. Call to Order @ 1:37 p.m.
 - Members in attendance: Susan McKinney, Natasha Krentz, DeAnna Lilienthal (until 2:30), Sue Dickens, Rosanne Stoltz, Chris Johnson, Mary Waytashek
 - Members absent: Ngo Imbu, John Neuman, Ben Greene
 - Guests: none

- II. Board Reports:
 - Membership Director (John Neuman): No report
 - Programming Director (Ben Greene & Mary Waytashek): Report attached from Ben Greene
 - i. September Meeting
 1. September webinar meeting with Jason Baron is set up.
 2. Jason Baron is not charging a fee, but is asking for a donation to his charity.
 3. There was discussion about how to handle this request and what amount would be appropriate. Some ideas included to donate the registration money or a small amount in lieu of a speaker fee (\$50-\$250). Another idea was to pay the speaker directly and let him direct the money to the charity. There was some concern about donating to a charity not approved by the membership and concern about setting a precedent.
 4. The Programming Directors will provide an appropriate fee directly to Jason Baron and will negotiate the amount with Jason Baron within their budget limits.
 - ii. October Meeting
 1. There was discussion about whether it was too soon to do an in-person meeting. The speaker for the October in-person meeting is not approved for travel yet. Many companies are delaying their return-to-work dates. No contract with the facility has been signed and nothing has been posted to the website at this point. Based on this, Susan McKinney recommended that the October meeting be virtual rather than in-person, keeping the same day / time as planned.
 - a. Motion: Move October meeting from in-person to virtual web meeting – Mary Waytashek
 - b. 2nd: Sue Dickens
 - c. Vote: unanimously approved
 - iii. Hot Topics Discussions
 1. There was discussion about how to gather information about topics that are of interest to membership and how to facilitate discussions with members about these topics. DeAnna Lilienthal confirmed ideas could be collected through Event Brite. Discussions could then be held before or after regular meetings or in a separate meeting such as a happy hour. A recommendation was made to



- incorporate them into the regular meetings rather than to have separate meetings.
2. Mary Waytashek will discuss with Ben Greene and plan to facilitate these discussions.
- iv. Testing of Technology with Speakers
1. There was some discussion about past practices for testing the technology with the speakers prior to the meeting.
 2. Sue Dickens indicated generally the Program Director(s) meet a few minutes with the speaker before the meeting to test and make sure the technology is working properly.
- Past-President (Sue Dickens):
 - i. Newsletter was published ahead of schedule.
 - Treasurer (DeAnna Lilienthal):
 - i. The 990 report to the IRS has not been started yet. DeAnna Lilienthal is hoping to complete it this month.
 - ii. The July financials are not complete due to a delay in ARMA Int'l sending the escrow report.
 - Assistant Treasurer (Ngo Imbu): No report
 - Member-at-large (Natasha Krentz):
 - i. Social Networking Event on 4/27
 1. Three people attended and discussed the 60th Anniversary event.
 2. The chapter is asking for stories, facts, and memorabilia so a slide show can be put together for attendees only. It would not be posted online or recorded. Factoids would be on a sheet at the meeting and could be used for networking or as an ice breaker. Trivia could be used at the beginning of other meetings.
 - ii. Additional Social Networking Events
 1. There was discussion about whether more social networking events should be scheduled or whether they should be incorporated into regular meetings including virtual meetings.
 - iii. 60th Anniversary Items
 1. There was discussion about whether 60th Anniversary items should be ordered (i.e. diamond-shaped stress balls), whose budget would cover the expense, quantity, etc. Other items discussed include: an ARMA bag, pens, pins, pocket-sized thesaurus, etc. These could be provided to Spring Conference attendees or as speaker gifts. Natasha Krentz will research and bring a proposal to be voted on at the September meeting
 - Secretary (Rosanne Stoltz):
 - i. The responsibility for the physical mailbox has been transitioned from Natasha Krentz to Rosanne Stoltz.
 - ii. Rosanne Stoltz and Sue Dickens will meet to discuss the chapter e-mail account.
 - Web Master (Chris Johnson):
 - i. Natasha Krentz will send information to post about requesting memorabilia, factoids, stories, etc.
 - ii. Susan McKinney also suggested requesting ideas for “hot topics” also.
 - President (Susan McKinney):
 - i. Nothing to report



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

III. Minutes:

- July Minutes:
 - i. Discussion: Rosanne received an edit from one person which was incorporated.
 - ii. Sue Dickens requested clarification on the fee structure for in-person meetings approved at the July meeting. The approved motion was read by Rosanne Stoltz.

Fee Structure for In-Person Chapter Meetings

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 and will be included in the July minutes:

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.

- iii. Vote to approve the July minutes:
 - 1. Motion: Sue Dickens
 - 2. 2nd: Mary Waytashek
 - 3. Vote: unanimously approved

IV. Treasurer's Report:

- July Financials: Not complete.
 - i. Discussion: None.
 - ii. Vote:
 - 1. Motion: None
 - 2. 2nd: None
 - 3. Vote: None

V. Business

- North Dakota Chapter
 - i. Susan McKinney shared a discussion she had with Susan Carlson, the Records Manager at the University of North Dakota (UND). Susan Carlson indicated the North Dakota chapter is struggling. There are a few members spread out across North Dakota. They are looking to form a virtual chapter. The membership in the Montana and northern Colorado chapters are also spread out geographically.
 - ii. Susan Carlson has inquired about whether the North Dakota members could register at Twin Cities ARMA events as members because they are members of ARMA International



and whether member rates apply to ARMA International members who are not members of the Twin Cities Chapter.

- iii. North Dakota members have indicated they want to volunteer to help with the Twin Cities ARMA program, which would need to be discussed with Program Directors, Mary Waytashek and Ben Greene. Natasha Krentz suggested possibly developing a partnership between the chapters to facilitate volunteering for a reduced or waived meeting fee.
 - iv. Chris Johnson indicated we have invited North Dakota, Milwaukee, and Madison to events, and they have paid non-member rates. She questioned whether any fees should be charged during covid.
 - v. Susan McKinney recommended keeping the September meeting as is and to re-evaluate the October meeting considering it will be virtual vs. in-person at the next meeting.
- September Meeting – see Program Director’s report
 - 60th Anniversary – see Member-at-Large report
 - Board Meeting Days / Times – The board discussed this briefly.

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

VII. Reminders:

- Send items to be included in the monthly newsletter to Sue Dickens by Monday next.

VIII. Future Business/Topics/Projects

- Next Board Meeting – Tuesday, September 14, 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 @ 2:42 p.m.

- Motion to adjourn made by: Sue Dickens
- Seconded by: Mary Waytashek
- Vote: unanimously approved