



Event Title: November Board Meeting Minutes

Date: November 9, 2021

Time: 1:30 pm – 3:00 pm

Location: Virtual Meeting via BlueJeans

Meeting Minutes:

- I. Call to Order @ 1:34 p.m.
  - Members in attendance: Susan McKinney, Natasha Krentz, DeAnna Lilienthal, Sue Dickens, Rosanne Stoltz, Chris Johnson, Mary Waytashek, Ben Greene, John Neuman
  - Members absent: Ngo Imbu
  - Guests: none
  
- II. Minutes:
  - October Minutes
    - i. Discussion: None
    - ii. Vote to approve the October minutes:
      1. Motion: Ben Greene
      2. 2<sup>nd</sup>: Sue Dickens
      3. Vote: unanimously approved
  
- III. Treasurer's Report:
  - October Financials
    - i. Discussion: None
    - ii. Vote to approve the October financials:
      1. Motion: Sue Dickens
      2. 2<sup>nd</sup>: Chris Johnson
      3. Vote: unanimously approved
  
- IV. Business
  - ARMA INFOCON
    - i. The board members who attended the ARMA INFOCON conference shared their experiences.
    - ii. Susan McKinney attended the conference virtually. She enjoyed the leadership sessions and will find out if they can be made available to the board. The sessions included valuable sessions on coaching.
    - iii. Mary Waytashek attended the conference Virtual Light option, which provided fewer options to choose from, but all sessions were good.
    - iv. John Neuman agreed it was good but is looking forward to in-person conferences.
    - v. Natasha Krentz agreed it was better than last year. There were fewer panels, but they were good. The tool was easier tool to use but had less to offer. There were not many vendors and many staple vendors were not there. The interaction with vendors was not as good.
  - 60<sup>th</sup> Anniversary – No report



V.

Board Reports:

- Membership Director (John Neuman):
  - i. Currently there are 67 members in the Twin Cities chapter.
  - ii. Sue Dickens shared that she renewed her membership in July, but ARMA International lost it. It has been resolved, but she had to provide proof of renewal and as a result her renewal month has shifted to October. She expressed concern about the management of financial matters at ARMA International. John Neuman mentioned some processes could be made easier (i.e. becoming a member; renewing membership).
  - iii. John Neuman reported he has a membership report, which includes a report of everyone that has lapsed since 1990. Only a couple people have lapsed this year and there were more in 2018-2019. He expected more lapses in 2020 than were realized. He reported we are not adding new members but are holding steady.
  - iv. Mary Waytashek reported some members are not getting notices or newsletters from the chapter and thought they may be going into spam folders.
  - v. John Neuman mentioned that it is difficult to re-subscribe people who have unsubscribed from Constant Contact because there is a legal obligation to not contact them once they have indicated that preference. He suggested that the board members could check the unsubscribe report from Constant Contact to determine if they know any individuals they could contact. If individuals request to be added back to the list (re-subscribe), they can be re-added.
- Programming Director (Ben Greene & Mary Waytashek): Ben Greene provided a report.
  - i. November – The presentation from today’s meeting has been posted on the chapter website. Many members shared that this meeting was very good (Kurt Neumann & Laurie Fischer, Generational Differences in the Workplace).
  - ii. December – There will be no meeting in December.
  - iii. January - Kurt Neumann will do a coffee chat on a hot topic in January at 8:30-9:30. Topics need to be determined. The coffee chat will replace the January monthly meeting.
  - iv. February – The February speaker, Jesse Wilkins, is confirmed. Topic(s) need to be determined. Sue Dickens noted that Jesse Wilkins spoke in November 2020 on leveraging AI. There was a lot of discussion about whether the February meeting should be in person as planned or virtual. Each board member shared their thoughts with Susan McKinney. Many board members expressed a hope that it could be offered in person but thought virtual might still be better at this point. Considerations included safety and cost. Ben Greene suggested a membership survey may be useful. If offered in person, Jesse Wilkins could do two sessions. If offered virtually, one session would be offered. There would be additional costs for an in-person meeting, but also revenue from attendees. For a virtual session, there would be no cost or revenue. Susan McKinney proposed that we plan for virtual meetings through March and then plan for an in-person spring conference. Chris Johnson recommended advertising the February meeting on the website soon. A final decision to hold the February meeting as in person or virtual will be made via email and will need to be made soon enough for Jesse Wilkins to make travel arrangements if the decision is to offer the February meeting in person.
  - v. March - Susan Carlson from the North Dakota chapter will plan and host the March meeting.



- vi. April – Speakers are still needed for spring conference. Natasha Krentz wondered whether a hybrid spring conference could be offered. The board agreed to discuss more after the holidays.
  - Past-President (Sue Dickens):
    - i. Sue Dickens noted that the coffee chat to be held in January should be advertised soon and stressed the need to advertise events in advance.
    - ii. She is sending out the newsletter on Monday and it should include information on future speaking sessions, coffee chat, etc.
    - iii. Last month’s newsletter was about the October and November sessions, the 60<sup>th</sup> anniversary, etc.
    - iv. Susan McKinney will be sending a contribution to the newsletter tomorrow and encouraged Mary Waytashek and Ben Greene to send information about the coffee chat.
    - v. Sue Dickens inquired whether we are still having board meetings in December / January. It was decided to not have a December board meeting. There was also discussion about the time of the January meeting and whether it should be held immediately following the coffee chat at 9:30 or at the usual time at 1:30. This is yet to be determined.
  - Treasurer (DeAnna Lilienthal):
    - i. Attended a BlueJeans webinar.
    - ii. The board noted that the technical issues at the meeting today were resolved quickly and efficiently.
  - Assistant Treasurer (Ngo Imbu): No report
  - Member-at-large (Natasha Krentz): No report
  - Secretary (Rosanne Stoltz): No report
  - Web Master (Chris Johnson): No report
  - President (Susan McKinney):
    - i. Susan McKinney indicated she would like to start a discussion about meeting platform options at the January meeting (i.e. BlueJeans; free Zoom; Teams) considering our need for virtual meetings going forward (i.e. virtual +; virtual and in person meetings, etc.)
  - President-Elect (open): n/a
  - Business Relations Director (open): n/a
  - Communications Director (open): n/a
  - Education Director (open): n/a
- 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, January 11, 2022
    - i. Virtual Meeting via BlueJeans



- ii. Time TBD: 9:30 am-11:00 or 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 @ 2:21 p.m.

- Motion to adjourn made by: Ben Greene
- Seconded by: John Neuman
- Vote: unanimously approved