Event Title: March Board Meeting Minutes  
Date: March 8, 2022  
Time: 1:30 pm – 3:00 pm  
Location: Virtual Meeting via BlueJeans

Meeting Minutes:

I. Call to Order @ 1:36 p.m.  
   - Members in attendance: Susan McKinney, Natasha Krentz, Sue Dickens, Rosanne Stoltz, Chris Johnson, Ben Greene; John Neuman; Mary Waytashek  
   - Members absent: Ngo Imbu, DeAnna Lilienthal  
   - Guests: none

II. Minutes:  
   - February Minutes  
     i. Discussion: Not enough board members had reviewed the minutes.  
        1. Vote to approve the February minutes: Delayed

III. Treasurer’s Report:  
   - January & February Financials  
     i. Discussion: A few people need to turn in or confirm their budgets (Susan McKinney, Rosanne Stoltz). John Neuman provided adjustments to the Membership forecast for next year based on membership levels.  
     ii. Vote to approve the January & February financials:  
         1. Motion: Sue Dickens  
         2. 2nd: John Neuman  
         3. Vote: unanimously approved

II. Business  
   - 60th Anniversary  
     i. Natasha Krentz is working on quotes for cupcakes for Spring Conference, which are already included in the budget, and will coordinate with Mary Waytashek.  
     ii. Natasha Krentz has purchased some poster board to display some historical items at Spring Conference.  
     iii. Natasha Krentz has created a mousepad design and reviewed it with John Neuman, Mary Waytashek, and Ben Greene. Quotes from two different vendors who have committed to being able to produce these by April 1 have been received. Natasha Krentz shared the design during the meeting.

   - Natasha Krentz made a motion to spend $550 on 100 ARMA Twin Cities mousepads, which also double as screen cleaning pads.  
     i. Discussion: Mouse pads could be handed out at future meetings or conferences and to new members as part of a welcome packet. 100 is the minimum order. Mousepads cost $3.50 each. Per Natasha Krentz, $550 is enough to cover the costs of the mousepads, set-up, and shipping for either of the two vendors. Either the Programming or
President’s budget could be used. A slightly gray background on the mousepad may be preferred over bright white.

ii. Vote to approve spending $550 on 100 ARMA Twin Cities mousepads
   1. Motion: Natasha Krentz
   2. Seconded by: Ben Greene
   3. Vote: unanimously approved

• Spring Conference
  i. Mary Waytashek reported there are currently eight people registered for spring conference, and five are speakers. There was some discussion and concern about whether to go forward or cancel. The board noted historically people register late and agreed we will see where the numbers are at the end of March. We need to cancel the contract at the Arboretum 10 days in advance and provide a food count by the end of March. The board agreed to send a couple more targeted emails via Constant Contact to membership, post on LinkedIn and ARMA International, make it obvious that lunch is included, focus on celebration cupcakes and beauty of Arboretum. Mask mandates are still in effect. The board noted that childcare may still be an issue for people and there are still restrictions by some companies about attending meetings in person. There was discussion around whether we could reschedule rather than cancel if the registration numbers are too low.

  ii. Mary Waytashek reported that $50 speaker gifts will be purchased.

  iii. The board discussed plans for spring conference including registration / membership tables; table volunteers; name badges; list of attendees; walk-ins and no shows; A/V equipment for speakers; dietary restrictions; agenda; mousepad gifts. For walk in attendees, the chapter can accept a check or purchase order. Generally, cash is not accepted, but attendees can pay at the door.

• Member survey
  i. Susan McKinney led a discussion about the membership survey
     1. The first survey would be conducted at Spring Conference
        a. Members and Non-members
        b. The board generally agreed that a chance to win a door prize for completing a survey would be a good incentive, and that we could obtain tickets from DeAnna Lilienthal.
        c. Susan McKinney will develop a survey and send to the board for comment.

     2. Table Discussion during lunch – less formal board conversations as opportunities present themselves. The board felt that an informal approach would work better given the current registration count.

     3. Second survey to membership after conference with updated questions. Following analysis of the first survey results, a follow-up survey could be conducted.

• Survey Monkey subscription - Susan made a motion to spend $340 on a one-year annual subscription to Survey Monkey for follow-ups to meetings, surveys, etc.
  i. Discussion – The board discussed other survey tools, which are available at no additional cost to the chapter. Sue Dickens mentioned Constant Contact and Natasha Krentz
mentioned Google Forms, which is available through the chapter’s Gmail account. The chapter is not currently subscribing to a survey tool. Susan McKinney will look into the options and follow up with the board.

- Region Leadership Conference in July in Omaha, NE
  i. Susan McKinney indicated there is money in the chapter budget if anyone is interested in attending. The conference is in person.
  ii. There was some discussion about whether the conference might be cancelled following the announcement that the regional leadership team (i.e., Regional Director roles) were being eliminated and ARMA International is moving to a task force. The regional structure is being replaced with a committee structure. There were questions raised about whether the regional fee be stopped.
  iii. There will be more communication in the coming months. The motion to reorganize was adopted in March, 2022, and the reorganization will take place May-July.
  iv. Dynessa Nordrum is hosting a meeting for region leaders on Friday, March 11. Mary Waytashek is attending for Susan McKinney and will find out more at that meeting.

III. Board Reports:
- Membership Director (John Neuman):
  i. John Neuman reported he did not review the membership report.
  ii. John Neuman will send emails with announcement about Spring Conference to prospective members.
- Programming Director (Ben Greene & Mary Waytashek):
  i. Spring Conference was covered in depth above in the IV. Business section.
  ii. There will be no May meeting.
  iii. Mary Waytashek reported the Twin Cities chapter is not participating in Spring Mania but questioned whether we should contribute a door prize. It was agreed we should donate a $25 Starbucks gift card and mousepad since we are receiving advertising as part of Spring Mania.
- Past-President (Sue Dickens):
  i. Sue Dickens mentioned the last meeting has been scheduled through BlueJeans and that future board meetings and speaker sessions will need to be set up on the new platform. The subscription for BlueJeans expires by the end of June.
  ii. It was agreed we would focus on Spring Conference in the March newsletter. Ben Greene will send pictures of the Arboretum and write an article.
- Treasurer (DeAnna Lilienthal): No report
- Assistant Treasurer (Ngo Imbu): No report
- Member-at-large (Natasha Krentz):
  i. Natasha Krentz reminded the board elections should be held in April to and results should be announced in May. Susan McKinney noted it is difficult to recruit volunteers.
- Secretary (Rosanne Stoltz):
  i. Rosanne Stoltz renewed the mailbox for 6-month forwarding to DeAnna Lilienthal and will bring mail in the box to Spring Conference for review.
- Web Master (Chris Johnson):
  i. Chris Johnson reported there has been one job posting on the website, which will be taken down shortly.
- President (Susan McKinney):
i. Susan McKinney will follow up and recruit volunteers for open positions.

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

IV. 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.

V. Reminders:

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

VI. Future Business/Topics/Projects

- Next Board Meeting – Tuesday, April 5, 2022
  i. Virtual Meeting via Zoom
  ii. Time: 1:30 pm-3:00 pm
  iii. If you have something you want on the agenda, please send it to Susan McKinney.

VII. Meeting Adjourned @ 2:40 p.m.

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