Event Title: April 26, 2022, Board Meeting Minutes
Date: April 26, 2022
Time: 1:30 pm – 3:00 pm
Location: Virtual Meeting via Zoom

Meeting Minutes:

I. Call to Order @ 1:33 p.m.
   • Members in attendance: Susan McKinney, Natasha Krentz, Rosanne Stoltz, Ben Greene; John Neuman; Mary Waytashek; DeAnna Lilienthal; Sue Dickens
   • Members absent: Chris Johnson
   • Guests:

II. Minutes:
   • Updated April 5, 2022, Minutes
     i. Discussion: There was some discussion about the Assistant Treasurer role and including Ngo Imbu in the attendance list. It was decided that until the board formally removed her as a director, she should be included in the minutes.
     ii. Vote to approve the updated April 5, 2022, Minutes:
         1. Motion: Ben Greene
         2. 2nd: DeAnna Lilienthal
         3. Vote: unanimously approved

III. Treasurer’s Report:
   • March Financials
     i. Discussion: None
     ii. Vote to approve the March financials:
         1. Motion: Natasha Krentz
         2. 2nd: Mary Waytashek
         3. Vote: unanimously approved

IV. Business
   • Removing Ngo Imbu, Assistant Treasurer
     o Discussion: Ngo Imbu has not been active all year. DeAnna Lilienthal, Treasurer, has no contact information for her.
     o Vote to approve removing Ngo Imbu from the Assistant Treasurer position on the board:
     o Motion – Susan McKinney
     o 2nd – Sue Dickens
     o Vote: unanimously approved
   • Spring Conference Wrap-Up
     o The Spring Conference was held on April 12, 2022, at the Arboretum, which included a celebration of the chapter’s 60th anniversary.
     o Susan McKinney congratulated Mary Waytashek & Ben Greene and the board shared several comments about the conference:
There was a constant “buzz” throughout the day.

There was good feedback from the speakers.

There was lots of good networking.

People were happy to be back to meeting in person.

The only glitch was that Mark Lanterman’s Mac could not connect to internet and he couldn’t do part of his presentation. He was the speaker for the first session.

There were 41 attendees registered and 1 student walk in; 9 of those registered attended at no charge (speakers and board members); 4 people did not show up.

Mary Waytashek reported the conference produced an estimated loss of $1646.19 with all revenues and expenses recorded.

The feedback on the speakers was positive.

Attendees appreciated the 15 minutes in between sessions to connect with each other.

Most speakers stayed all day, visited with people, and networked.

Susan McKinney was impressed with speakers’ ability to connect in person.

The sessions built on each other and flowed well throughout the day.

Great food, cheesecake, cupcakes

John Neuman has recruited two people from the conference who will become members

60th Anniversary Wrap-Up

Susan McKinney thanked Natasha Krentz for her work on the 60th anniversary celebration and Natasha provided the following summary:

- 15 boxes with memorabilia were pulled out of storage.
- Photo albums were set out on the tables.
- Trophies were displayed. (Large Chapter of the Year & Newsletter of the Year)
- Photographs of certificates were displayed.
- The banner from our sister chapter in Japan was displayed.
- Badges, pins, etc. were also displayed.
A Canon Power Shot camera was found in the box with pictures from 2008.

Natasha Krentz used the camera to take pictures at the conference. Mary Waytashek suggested the chapter use some pictures of the conference on the website, in newsletter, etc.

- Cupcakes were a big hit!

- **Member survey**
  - Susan McKinney shared the results from the surveys collected at Spring Conference:
    - Copies of the results were provided to the board prior to the meeting.
    - There was a lot of interest in full-day or half-day sessions.
    - Mary Waytashek noted that generally long-term members (10-15+ years) were at the conference.
    - 27 surveys were returned at the conference.
    - In terms of frequency, there was the most interest in quarterly in-person meetings.
      - 14 ranked quarterly as #1
      - 16 ranked bi-monthly as #2
  - **Type of meetings**
    - 1st - Hybrid (14 respondents indicated this as their 1st choice)
    - 2nd - In Person (10 respondents indicated this as their 2nd choice)
    - 3rd - Webinar (4 respondents indicated this as their 1st choice; 9 indicated this as their 2nd choice)
    - Coffee chats – not very high
    - Social hour – 0
  - Susan will send another survey to membership via Constant Contact in June with a follow-up

- **Denver Chapter Presentation – Discussion**
  - The board held a discussion following up to the presentation regarding the Denver chapter last month. The following points were discussed:
    - It continues to be difficult to fill many board positions.
    - The board needs to look at By-Laws and determine what is needed for the chapter at this point. By-Laws and Operating Procedures need to be reviewed / updated
    - Susan McKinney indicated she would like a quorum to be equal to members attending rather than as a percentage of total board members.
    - There was considerable discussion about the President-Elect position.
● It is difficult to get a President-Elect.
● What is the role of the President-Elect? Is it training for President position? Is it a feeder position for President to allow learning before the role is assumed? Is it to secure a commitment for the role of President in advance? Is this position needed?
● Previously the President-Elect planned the spring conference and led a spring conference committee. It was a good way to work with many board members (i.e. arrangements, membership, vendors, etc.).
● The President-Elect role could be a member-at-large role where they do various things. The President could delegate work to the President-Elect as needed, which would help the President and help the President-Elect learn the role. The Past President could also be an advisor.
● In the current by-laws, to be nominated for President-Elect, the board member must complete at least one year in another board position.
● If the President-Elect does not have particular responsibilities assigned, it would work better as a Member-at-Large Director position.
● There is little information in the Operating Procedures related to President-Elect.

- Any role on the board could be a feeder role prior to assuming the role of President.
  o Susan McKinney proposed that each year, the board determines which positions need to be filled and assemble a list of duties each year. This would provide more flexibility around how the board is set up each year would help in getting volunteers into positions they are interested in. The board could be simplified to align with chapter operations; if membership increases again, more board positions could be added back.
  o The current By-Laws call out President, President-Elect, Secretary, Treasurer, and Chair. Appointed directors are determined by that board.
  o Susan will review and provide some proposed revisions to the By-Laws. It was agreed the chapter By-Laws should be reviewed and updated before reviewing the Operating Procedures. Changes to By-Laws must go to the membership for approval. Members must receive these more than a week in advance. Susan McKinney plans to give 2 weeks to for members to review.
  o Membership has dropped from 160 to 70 members, and we need to address causes of shrinking membership, not just symptoms. Need to determine why membership and engagement is low. Conference and membership surveys may provide insight.
  o Another option is to add an Associate Member option. ARMA International Dues would be $145 instead of $225; chapter dues would be the same at $50. Associate members are not allowed to serve on the ARMA International board, but they could still be a chapter member and serve on the chapter board.
  o Denver is still having trouble getting volunteers.
  o International Association of Privacy Professionals (IAPP) is gaining members. Need to do more joint meetings with related organizations and more small-group roundtable discussions.
ARMA (Int’l) Connections provides virtual training for board.

- Region Leadership Conference July 11-12, Omaha, NE:
  - Vote to approve sending Mary Waytashek to the Region Leadership Conference July 11-12, Omaha, NE:
    - Discussion: None
      - Motion: Susan McKinney
      - 2nd: Ben Greene
      - Vote: unanimously approved
  - There was some additional discussion about ARMA International Regions as follows:
    - ARMA International is in the process of shutting down the region structure.
      There is ongoing discussion between region leadership and ARMA International. It was thought that money in region funds would be divided up between chapters, but now it looks like the funds will be distributed to ARMA International.
    - The hotel costs for the conference may be covered by the region.
    - If anyone else wants to attend the conference, let Susan know.

V. Board Reports: (Generally covered above)
- Membership Director (John Neuman): No report
- Programming Director (Ben Greene & Mary Waytashek): No report
- Past-President (Sue Dickens): No report
- Treasurer (DeAnna Lilienthal): No report
- Member-at-large (Natasha Krentz): No report
- Secretary (Rosanne Stoltz): No report
- Web Master (Chris Johnson): Chris Johnson submitted the following report via email on Monday, April 25.
  - i. I am unable to attend due to a meeting conflict.
  - ii. I posted a 2021-2022 Program Recap on the Program Archive page.
  - iii. I have also updated the web site a couple of times – added a job posting and info about the Spring Seminar Mania events, added the slide decks from the TC ARMA conf.
  - iv. Question for John – we haven’t updated a member profile for awhile now. I’d like to take down the article on Greta. We will there be another one to post?
  - v. A reminder to Susan McKinney that the annual report by the President is due at the end of June. It gets posted to the web site, and the info is needed by the person who goes to the Omaha Leaders conference.
  - vi. If Ben and Mary want the survey results from the Spring Conf posted, please send me an brief narrative.
- President (Susan McKinney): No report
- President-Elect (open): n/a
- Assistant Treasurer (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, May 10
     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.

IX. Meeting Adjourned @ 2:45 p.m.
   ● Motion to adjourn made by: Ben Greene
   ● Seconded by: John Neuman
   ● Vote: unanimously approved