



Event Title: July 2022 Board Meeting Minutes

Date: July 19, 2022

Time: 1:30 - 2:30 pm

Location: Virtual Meeting via Zoom

Meeting Minutes:

- I. Call to Order @ 1:32 p.m.
 - Members in attendance: Susan McKinney, Rosanne Stoltz, Ben Greene, Mary Waytashek, Natasha Krentz, Chris Johnson, Sue Dickens, Niki Engler, Kyle Hjelmstad
 - Members absent: DeAnna Lilienthal, John Neuman
 - Guests:

- II. Minutes:
 - June 14, 2022, Minutes
 - i. Discussion: None
 - ii. Vote to approve the June 14, 2022, Minutes:
 1. Motion: Susan McKinney
 2. 2nd: Ben Greene
 3. Vote: unanimously approved

- III. Treasurer's Report:
 - June Financials
 - i. Discussion: None
 - ii. Vote to approve the June financials:
 1. Motion: Susan McKinney
 2. 2nd: Ben Greene
 3. Vote: unanimously approved

- IV. Business
 - Election Results
 - i. Mary Waytashek has sent the results to ARMA International.
 - Member Survey Results
 - i. Susan McKinney reported 16 people responded and she will send the survey one more time to increase the number of respondents. Including the survey responses received at the spring conference, roughly 50 responses have been received at this point.
 - ii. Generally, people want a hybrid program with virtual meetings and in person meetings limited to quarterly or every other month.
 - iii. E-Discovery, Office 365, Privacy, Basics topics were requested.
 - iv. ARMA International has monthly topic themes (i.e., information governance, privacy).
 - v. The programming committee is meeting July 27 and can factor the feedback into planning for the year.



- Approval Chapter Bylaws
 - i. Discussion: The most updated version needs to be provided to the board prior to voting.
 - ii. Vote to approve the updated bylaws: Delayed – may be done via email before the next meeting or at August meeting.
 - 1. Motion:
 - 2. 2nd:
 - 3. Vote: unanimously approved
- Update from Region Leadership Conference July 11-12, Omaha, NE (Susan and Mary)
 - i. Mary Waytashek reported this was her first leadership conference and it was good. She gained insights and learned about tools she was not previously aware of. The networking was great.
 - ii. ARMA International people attended the conference.
 - iii. There was disappointment among regional leaders related to abolishing the region leadership groups. ARMA International leadership has not communicated very well. Regional leadership has been valuable to the smaller chapters. Going forward, there will be an advisory group at ARMA International that is not broken down by region. There will be no more regional advisory committees. Every chapter will get a point of contact designated from the ARMA Int'l advisory group.
 - iv. There will be a push to return to in person meetings. This will be the last year for a hybrid ARMA International conference. Some success stories were shared by the chapters in hosting hybrid meetings (both in-person and virtual). We need to explore as a chapter.
 - v. Mary Waytashek attended a breakout session on programming. Information on speakers & speaker resources is available. There was discussion about branding and themes. Some chapters end the year with a tour. Tours could be considered as part of the programming year (i.e., cemeteries, zoos, churches, arch diocese, etc.). Susan McKinney will look at a tour at the Minnesota Zoo. Mary Waytashek is looking into a tour with the MN Vikings. Partnerships with related organizations (i.e., IAPP) and joint meetings could also be explored.
 - vi. Heather Lehman, Member Engagement, announced new software for ARMA International site, which will be more user friendly. There will also be a better toolkit for chapters.
- ARMA Int'l Attendance
 - i. Several board members are attending the conference including: Natasha Krentz, Ben Greene, Kyle Hjelmstad, Niki Engler and Mary Waytashek. Ben Greene is speaking on Sunday.
 - ii. Leadership conference – ARMA International will reimburse one person per chapter (leadership and one night of hotel expenses). Niki Engler and Natasha Krentz are interested. A decision on who will attend was tabled until the August meeting.
- Strategic Planning Meeting
 - i. Mary Waytashek has two main goals for this meeting.
 - 1. Increase and retain membership
 - a. How do we focus on increasing attendance at meetings?
 - b. Topics that are relevant and entice people to attend



- c. Membership data trends
 - d. ARMA International currently has 4500 members, including 700 volunteers across 89 chapters. This is down from a high of 10,000+ members. Four ARMA International board meetings are open to anyone to attend.
 - 2. Increase volunteerism
 - ii. Plan strategic planning meeting on Tuesday, August 16, at 11:00-2:00 with catered lunch. Location at Carlson Towers or U of M / TBD.
- V. Board Reports:
 - Past President - Susan McKinney – no report
 - President - Mary Waytashek
 - i. Mary would like to see a central repository for documents to reduce the number of emails and attachments.
 - Secretary - Rosanne Stoltz
 - i. More discussion is needed on a few issues raised by Mary Waytashek (central repository for documents, confidentiality agreements, chapter retention schedule administration, etc.)
 - Treasurer - DeAnna Lilienthal – no report
 - Communications - Sue Dickens
 - i. Sue Dickens needs a newsletter article on the spring conference by Monday. She has pictures of spring conference and just needs a write-up.
 - ii. Mary Waytashek will do a welcome note.
 - iii. Mary Waytashek and Susan McKinney will do a recap of the leadership conference.
 - iv. Susan McKinney will send the annual report in the newsletter.
 - Membership - John Neuman
 - i. Per John following the meeting, the chapter had 66 members at the end of last year and currently has 67.
 - Programming - Ben Greene
 - i. The program committee is meeting next week on July 27 and expects to have a full schedule put together early in the year to be published on the website.
 - Web Master - Chris Johnson – no report
 - Member-at-Large - Natasha Krentz
 - i. Pictures of spring conference and the 60th anniversary celebration were sent to ARMA International.
 - ii. Met with Rosanne Stoltz on a few projects.
- 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 / Strategic Planning Meeting – Tuesday, August 16, 2022
 - i. In person meeting at a location TBD
 - ii. Time: 11:00 am-2:00 pm
 - iii. *If you have something you want on the agenda, please send it to Mary Waytashek.*

IX.

Meeting Adjourned @ 2:31 p.m.

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