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, Niki Engler, Kyle Hjelmstad; John Neuman; DeAnna Lilienthal
   - Members absent:
   - Guests:

II. Minutes:
   - August 16, 2022, Minutes
     i. Discussion: None
     ii. Vote to approve the August 16, 2022, Minutes:
        1. Motion: Ben Greene
        2. 2nd: Chris Johnson
        3. Vote: unanimously approved

III. Treasurer’s Report:
   - July Financials
     i. Discussion: None
     ii. Vote to approve the July financials:
        1. Motion: Ben Greene
        2. 2nd: Chris Johnson
        3. Vote: unanimously approved
   - August Financials
     i. Discussion: None
     ii. Vote to approve the August financials:
        1. Motion: Ben Greene
        2. 2nd: Chris Johnson
        3. Vote: unanimously approved

IV. Board Reports:
   - Past President – Susan McKinney
     - By-laws update – Heather Lehman provided feedback which needs to be incorporated into the by-laws prior to approval.
     - Approval of by-laws with changes from ARMA International
       i. Discussion: None
       ii. Vote to approve the by-laws with changes from ARMA International:
          1. Motion: Susan McKinney
          2. 2nd: Niki Engler
          3. Vote: unanimously approved
   - Susan McKinney will work with Niki Engler to get sent to the members for approval.
President – Mary Waytashek
- BOD updates sent to Heather Lehman at ARMA International
- Shared Drive repository update (Star/Teams/Google Drive/Drop Box/TC ARMA Website) – no solution due to some company’s restrictions. Continue to send meeting materials (i.e. minutes and financials to approve) to Mary 1 week prior to the meeting and she will include with agenda announcement
- Oct BOD meeting – the board discussed scheduling the October meeting and whether to move to after ½ day conference or leave for the following Tuesday. The board agreed to move the meeting to Oct 4 immediately following the meeting at the DoubleTree in Roseville. Kyle Hjelmstad will coordinate lunch for 10 paid for by the chapter out of the President’s budget.
- Chapter Advisory Committee Update – held 1st meeting. Advisors in the following areas:
  - Mentorship
  - Chapter Growth
  - Chapter Success
  - Leadership Training
  - Strategy/Planning
- ARMA Int’l Memorium – Due Oct 1, 2022. Mary Waytashek responded with two members from the chapter who have recently passed away:
  - Vickie Konop
  - Martha Mayer

Secretary - Rosanne Stoltz
- Retention schedule – Natasha to work with Rosanne on locating this
- Updated BOD contact list
- List of accounts/access – where should this be maintained – secretary and President both have copies. Secretary manages official copy. Inquired about putting it on the chapter website in a secure repository. Chris said we can do but does not recommend. BOD agreed.

Treasurer - DeAnna Lilienthal
- Secretary of State registration complete
- Added Mary to bank account
- Wells Fargo account users cleaned up
- Form 990-N complete

Communications - Niki Engler
- Newsletter
  - Content for newsletter – when should newsletter be published? 1 week after the BOD meeting. BOD needs to identify content before and during the meeting to get to Niki. BOD agreed that a separate communication can be sent out regarding the meetings. State/gov employees indicated that they need more than two weeks to get approval to attend the meeting.
  - October program announcement – Ben to get this to Niki, Chris and DeAnna ASAP
  - Article on TC Linked In account – newsletter and website
  - Article from John regarding value of membership – newsletter and website
- Social media site updates – Access to the TC ARMA Linked in Account now obtained. Niki and Mary have access, Mary will add Chris. This was moved from an unlisted (restricted account) to a listed account so others can join
- Constant Contact Access/Updates – Niki has consolidated the contact lists into members and non-members to simplify. Need to determine how contact lists will be maintained.
• CRA/CRM info for Newsletter – Ben to provide information to Niki and Chris from September speaker on these opportunities to prepare for the CRA/CRM exams
• Will discuss strategic plan goals in October
  ○ Membership - John Neuman
    • 65 members
    • Expiring member report – Int’l no longer providing a 60-day grace period
    • Will discuss strategic plan goals in October
  ○ Programming - Ben Greene
    • Programming calendar update – need to get Oct meeting info to Niki and DeAnna
    • Meeting recording – Can we make this available to members that couldn’t attend? BOD agreed to not share
    • Update on list of MN List of CRMs – send to John and he has been doing some work on this
  ○ Arrangements – Kyle Hjelmstad
    • Double Tree by Hilton locked in for October meeting
  ○ Technology - Chris Johnson
    • CRA/CRM info for Website
    • LinkedIn
    • Oct Meeting
  ○ Special Projects - Natasha Krentz
    • Still need to determine ARMA Int’l Conference TC Chapter photo announcement location

V. 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.

VI. Reminders:
• Send items to be included in the monthly newsletter to Niki Engler by Monday next.

VII. Future Business/Topics/Projects
• Next Board Meeting – October 4, 2022
  i. Double Tree Hotel, 2540 N. Cleveland, Roseville
  ii. Time: 11:30 a.m.-1:00 p.m. following the October 4 meeting
  iii. If you have something you want on the agenda, please send it to Mary Waytashek.

VIII. Meeting Adjourned @ 1:42 p.m.
• Motion to adjourn made by: Mary Waytashek
• Seconded by: Ben Greene
• Vote: unanimously approved