



Event Title: September 2022 Board Meeting Minutes

Date: September 13, 2022

Time: 1:30 a.m. – 3:00 p.m.

Location: Teams

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
 - i. 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.
 - ii. October program announcement – Ben to get this to Niki, Chris and DeAnna ASAP
 - iii. Article on TC Linked In account – newsletter and website
 - iv. 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
 - Linked In
 - 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