Event Title: October 2022 Board Meeting Minutes
Date: October 4, 2022
Time: 11:30 a.m. – 1:00 p.m.
Location: In-Person at DoubleTree following Fall Seminar sessions.

Meeting Minutes:

I. Call to Order @ 11:59 a.m.
   • Members in attendance: Susan McKinney, Ben Greene, Mary Waytashek, Natasha Krentz, Chris Johnson, Niki Engler, Kyle Hjelmstad; John Neuman; DeAnna Lilienthal
   • Members absent: Rosanne Stoltz
   • Guests:

II. Minutes:
   • September 13, 2022, Minutes
     i. Discussion: None
     ii. Vote to approve the September 13, 2022, Minutes:
        1. Motion: Ben Greene
        2. 2nd: Susan McKinney
        3. Vote: unanimously approved

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

IV. Board Reports:
   o Past President – Susan McKinney
     • Bylaws update
       o Discussion: Article XIII – took out “and the Regional Manager”, discussed changing the language about the timeframe.
       o Vote to amend bylaws as discussed:
         ▪ Motion: Susan McKinney
         ▪ 2nd: Ben Greene
         ▪ Vote: unanimously approved
   o President – Mary Waytashek – no report
   o Secretary - Rosanne Stoltz
     • Retention schedule – Natasha indicated she and Rosanne met and reviewed the schedule. Rosanne will do final review and will review at the November meeting and bring to the Board for a vote
   o Treasurer - DeAnna Lilienthal
     o Audit of books – discussed options for auditing.
 Recommendation/Suggestion is to have the Board as a whole audit the documents for a random selection of months.

Discussion about having an outside CPA person (Sheila Judges sister who has audited the books in the past) who is willing to do it for $150

- Considerations:
  - how do we distribute the documents for doing the audit?
  - What do they need to complete the audit?
  - Kyle to obtain more information from account to find out what information they would need to complete the audit.
  - DeAnna indicated that $ was not included in the budget so this would need to be approved by the BOD if we elect to move forward.

- Membership - John Neuman
  - A new report from ARMA International: Unassigned Members
    - Contacts the 13 Minnesota persons on the list.
    - Previously he also sent to Iowa
  - Other potential new members have been reached out to:
    - Christine Muench – Skywater Technology
    - Philip Behrens – Allianzlife
    - List of CRMs provided by Ben Greene
  - Discussion about encouraging people to become members
    - Recommendation to provide up to three people 1st year free membership with a requirement to help the board with some project. (not available to “lapsed or returning” membership.
    - Discussion about things we’ve tried in the past, positives and negatives, etc.
  - 65 members – 5 up for renewal
  - Susan McKinney asked if Infocon non-member attendees automatically get ARMA memberships. If so, this might be a target audience for John Neuman to reach out to.
  - DeAnna Lilienthal showed John Neuman where he has $450 in the budget to support soliciting new members. Maybe pay for Feb Webinar or reduce rate for spring conference attendance.

- Programming - Ben Greene
  - Programming calendar update
    - November, January and March details are done
      - November and January are set up
    - Need to get Feb meeting info to Chris/DeAnna
    - Spring Conference: goal to post by early February
  - Arrangements – Kyle Hjelmstad
    - Need to get venue lined up for spring conference
    - Check with Double Tree to see if that’s an option.
  - Communications - Niki Engler
    - Content for October newsletter is due by Monday, October 10th
    - Social media site updates
      - LinkedIn account is updated and public.
    - Content for October newsletter
      - November meeting announcement
      - No December meeting
      - Info from Natasha regarding TC ARMA photo op in Nashville
      - Recap of October meeting – Mary Waytashek to submit to Niki Engler
v. Reminder of ARMA Library – Natasha Krentz to provide to Niki Engler
   - Social media site updates – Mary Waytashek / Niki Engler work with Chris Johnson to get access to LinkedIn and then figure out how to invite others.
   - Technology - Chris Johnson
     - Trying to get LinkedIn linked onto website.
     - Updated website with requested information from Mary Waytashek.
     - John Neuman will soon have a factsheet to be updated.
     - Membership Info. Needs to be updated on the Website – John Neuman to provide info to Chris Johnson.
   - Special Projects - Natasha Krentz
     - Box Review – Rosanne Stoltz and Natasha Krentz meeting scheduled Friday, October 21, to review current 15 boxes pulled and to make a plan for reviewing the rest
     - Discussion/Ideas about Library
       - Review to clean out books we don’t need anymore.
       - Give away books at Spring Conference
       - Meeting door prizes?

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 – November 8, 2022
     i. Teams
     ii. Time: 1:30 p.m.-3:00 p.m.
     iii. If you have something you want on the agenda, please send it to Mary Waytashek.

VIII. Meeting Adjourned @ 1:06 p.m.
   - Motion to adjourn made by: Kyle Hjelmstad
   - Seconded by: DeAnna Lilienthal
   - Vote: unanimously approved