



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:
 - Past President – Susan McKinney
 - Bylaws update
 - Discussion: Article XIII – took out “and the Regional Manager”, discussed changing the language about the timeframe.
 - Vote to amend bylaws as discussed:
 - Motion: Susan McKinney
 - 2nd: Ben Greene
 - Vote: unanimously approved
 - President – Mary Waytashek – no report
 - 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
 - Treasurer - DeAnna Lilienthal
 - 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
 - i. November, January and March details are done
 - November and January are set up
 - ii. Need to get Feb. meeting info to Chris/DeAnna
 - iii. 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
 - i. LinkedIn account is updated and public.
 - Content for October newsletter
 - i. November meeting announcement
 - ii. No December meeting
 - iii. Info from Natasha regarding TC ARMA photo op in Nashville
 - iv. 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