Event Title: January 2023 Board Meeting Minutes
Date: January 10, 2023
Time: 1:30 - 3:00 p.m.
Location: Teams

Meeting Minutes:

I. Call to Order @ 1:35 p.m.
   • Members in attendance: Ben Greene; Mary Waytashek; Natasha Krentz; Niki Engler; Rosanne Stoltz; Kyle Hjelmstad; Chris Johnson; Susan McKinney; DeAnna Lilienthal; John Neuman
   • Members absent:
   • Guests:

II. Minutes:
   • December 13, 2022, Minutes
     i. Discussion: None
     ii. Vote to approve the December 13, 2022, Minutes:
        1. Motion: Niki Engler
        2. 2nd: Chris Johnson
        3. Vote: unanimously approved

III. Treasurer’s Report:
   • November / December Financials
     i. Discussion: November escrow report was received; need to reconcile
     ii. Vote to approve the November / December financials: Delayed until February
        1. Motion: None
        2. 2nd: None
        3. Vote: None

IV. Board Reports:
   ○ Past President – Susan McKinney –
     • Bylaws update
       ○ Susan McKinney has reached out to Heather at ARMA International for comment twice and received no response. Susan will inform Heather that we are moving forward.
       ○ The board will need to publish updated bylaws for members to review and call for a vote.
       ○ The updates will be announced in the newsletter with documentation of high-level changes.
   ○ President – Mary Waytashek
     • Sponsor program –
       ○ Mary and Chris will discuss a proposal from Mark Diamond, Contoural. The proposal from Contoural is to pay a fee to the chapter to maintain a vendor page with a Contoural-specific page with links to their site. Example: Business partner spotlight - $250 per year; Logo, 100-word paragraph + key contact information.
       ○ ARMA International also has a vendor partner page; national companies may want to invest in ARMA International which provides exposure to many chapters.
- Companies with a local or regional presence may be more interested than national vendors; they should have the same opportunity as national vendors.
- Multiple levels could be offered with different price tiers
- Another option might be to add a company logo to chapter communications.
- Mary Waytashek, Chris Johnson and John Neumann will discuss and make a proposal at the next meeting.
  - Suggested pricing tiers:
    - Full page advertising
    - Logo, 100 word paragraph and contact info on website
    - Premium pricing - Logo on emails blast (Limit number of slots to maybe 3) – Niki confirm if that is something that could be added to the newsletter
- Reschedule Feb 14th BOD meeting to Feb 7th? Rosanne out 6-9th – Mary to send out a note to identify potential dates.
- Secretary - Rosanne Stoltz
  - Retention schedule – review for approval; need to discuss where to store these documents (google?)
  - Vote to Approve Updated Chapter Records Retention Schedule
    - Discussion: None
    - Vote to approve the Updated Chapter Records Retention Schedule:
      - Motion: Natasha Krentz
      - 2nd: Niki Engler
      - Vote: unanimously approved
  - Next steps are to look at inventory / determine what is eligible
  - Publish on website
  - Look at storage locations – store on website for 2 years; then move to Google Drive; government employees cannot access Google Drive
  - Rosanne Stoltz and Natasha Krentz plan to meet on 1/27/23 to review chapter records and inventory
  - List of records eligible for destruction will be submitted next month
  - Need to discuss where to store these documents (google?) TC ARMA website doesn’t have space, but google drive tied to TC ARMA gmail account does. Comes with 15 gig of storage space. State/Gov employees can’t access; however it was suggested each BOD member develop a transition plan for where to store their records they are accountable for and include it in their updated job description when they transition out of role.
- Treasurer - DeAnna Lilienthal –
  - Need to provide Spring Conference information to DeAnna to put in EventBrite.
  - Fee structure should also be included in information provided.
- Membership - John Neuman –
  - 67 Members as of January
  - 68 Members as of December
  - John will provide new / renewing member information to Niki Engler and Chris Johnson for the newsletter and website.
  - New members Jennifer Kellogg and Megan Minnick
  - Jennifer Lang and Allison Schmidt expiring in Jan
  - John needs list of non-members with emails to reach out – DeAnna will send
- Programming - Ben Greene
• Spring Conference Advertising
  ○ Need to market Spring Conference in newsletter
  ○ Need to provide speaker forms by 1/13/23
  ○ Ben will create a flyer to market Spring Conference including registration fees.
  ○ Need to get to DeAnna to create in Eventbrite

• February Meeting
  ○ 7 members registered
  ○ Niki Engler will be work on advertising

• March 14th Meeting
  ○ Will be open on 1/16 and close on 3/13/23 at 1:00 p.m.
  ○ Rosanne Stoltz will introduce the speakers.

○ Arrangements – Kyle Hjelmstad
  ● Swedish Institute is set up for Spring Conference
  ● Parking information will be included in marketing materials
  ● Parking will be included at no extra charge

○ Communications - Niki Engler
  ● Content for January newsletter
    i. Presidents Communication - Mary
    ii. Feb/Mar and spring conference program announcements - Niki
    iii. New/renewing member list – update newsletter and website – John to send
    iv. Add teaser about spring conference – Niki to handle
    v. Bylaws recap and voting – Susan and Mary to put together
    vi. Include Natasha’s notice again

○ Technology - Chris Johnson
  ● Chris can no longer access the TC ARMA website from her work account due to work restrictions and will need to access via personal account.

○ Special Projects - Natasha Krentz
  ● Vote to Discontinue the Chapter Library
    ▪ Discussion: None
    ▪ Vote to Discontinue the Chapter Library:
      ○ Motion: Chris Johnson
      ○ 2nd: Susan McKinney
      ○ Vote: unanimously approved

• The board considered options for disbursing the library materials to Twin Cities ARMA Chapter Members
  ○ Advertise to members in the newsletter in February for a small donation
  ○ Advertise to members if anyone wants the books, they can claim them at Spring Conference (for a suggested donation as a fundraiser for charity)
  ○ What if 3 people want the same book?
  ○ How would shipping work?
  ○ Need a contact at Access
  ○ Take remaining to Half-Priced Books
  ○ Accept donations for books and give money to a charity
  ○ Start with in person at the spring conference
  ○ Chris suggested maybe putting something in the newsletter (Feb) to advertise

• Natasha Krentz will pull the books and store them at her office
• Natasha Krentz will advertise the library materials in the newsletter and bring them to the spring conference for distribution.
• Rosanne and Natasha reviewing BOD materials for 1/27 – Invited other BOD members to join
• BOD send list of Charities to Natasha for next meeting to vote on Charity

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 – February 10, 2023 (determined after the meeting – note new day / time)
   i. Teams
   ii. Time: 11:00 a.m. - 12:30 p.m.
   iii. If you have something you want on the agenda, please send it to Mary Waytashek.

VIII. Meeting Adjourned @ 2:52 p.m.
• Motion to adjourn made by: Natasha Krentz
• Seconded by: Kyle Hjelmstad
• Vote: unanimously approved
<table>
<thead>
<tr>
<th>RECORDS SERIES</th>
<th>DESCRIPTION</th>
<th>RETENTION CODE Used for Indexing (Guideline #3)</th>
<th>OFFICE OF RECORD</th>
<th>OFFICIAL RETENTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archive Index</td>
<td>Current List of Records in Archival Storage.</td>
<td>AR01</td>
<td>Secretary</td>
<td>SU</td>
</tr>
<tr>
<td>Archives / Historical</td>
<td>Artifacts and memorabilia that document the history of the chapter.</td>
<td>AR02</td>
<td>Secretary</td>
<td>LOC</td>
</tr>
<tr>
<td>Information</td>
<td>To include any awards given by the Chapter (i.e. Chapter Member of the Year), and any submission from the Chapter to ARMA International (i.e. Chapter of the Year).</td>
<td>AW01</td>
<td>All Board Members</td>
<td>LOC</td>
</tr>
<tr>
<td>Awards</td>
<td>Any materials (brochures, programs, etc.) made for use and advertisement of the Chapter's process and program information. Examples include: Membership, Program, Seminar / Conference, Scholarship, Marketing</td>
<td>BR01</td>
<td>All Board Members</td>
<td>LOC</td>
</tr>
<tr>
<td>Brochures (1 copy)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate of Records</td>
<td>Certification of destruction of chapter records</td>
<td>CE01</td>
<td>Secretary</td>
<td>CY + 10</td>
</tr>
<tr>
<td>Destruction</td>
<td>Articles of Incorporation, Bylaws, Charter, Constitution, and any changes thereof and Meeting minutes for any meeting of the Chapter Board and Committees. Also includes Annual Reports for the chapter.</td>
<td>CH01</td>
<td>President</td>
<td>LOC</td>
</tr>
<tr>
<td>Chapter Governance documents</td>
<td>Contracts related to meeting locations, services, etc. and all relevant supporting documentation including certificates of insurance.</td>
<td>CO01</td>
<td>Programming Director</td>
<td>ACE + 6</td>
</tr>
<tr>
<td>Contracts</td>
<td>To include any correspondence necessary to the continuity of Chapter operations. Note: Correspondence with historical value should be retained as Archives / Historical Information - AR02.</td>
<td>CR01</td>
<td>All Board Members</td>
<td>CYE + 3</td>
</tr>
<tr>
<td>Correspondence</td>
<td>Any documentation retained as part of our financial processes, tracking, and reporting. To include: Bank Statements, Annual Budgets, Compliance Reports, Disbursement Authorization Vouchers (Form TC 3.1), Deposit Forms (TC 3.2); Financial Fillings (W9, 1099s, 990s), General Ledger, G/L Funds Transfer Form (TC 3.2); Paid Invoices, Treasurer's Reports and all relevant supporting documentation. Also includes the Final Report of any Chapter Audits performed, and relevant workpapers / backup for that audit. See Chapter Governance documents for Annual Reports.</td>
<td>FI01</td>
<td>Treasurer</td>
<td>CY + 6</td>
</tr>
<tr>
<td>Library Holding List</td>
<td>Current List of educational resources available for use of Chapter members.</td>
<td>LI01</td>
<td>Education Director</td>
<td>SU</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Mailing Lists</td>
<td>Contact information for use of Chapter in communicating activities of the Chapter.</td>
<td>MA01</td>
<td>Communications Director</td>
<td>SU</td>
</tr>
<tr>
<td>Meetings / Events</td>
<td>Notice or announcement of upcoming meetings and/or events and lists of attendees. Note: Detailed records are maintained in EventBrite. Summary records of the program year are included in the chapter's annual report.</td>
<td>ME01</td>
<td>Programming Director</td>
<td>CY + 5</td>
</tr>
<tr>
<td>Meetings / Events Recordings</td>
<td>Recordings of virtual meetings.</td>
<td>ME02</td>
<td>Programming Director</td>
<td>CY + 1</td>
</tr>
<tr>
<td>Membership Application (Inquiry)</td>
<td>Applications received for membership.</td>
<td>MM01</td>
<td>Membership Director</td>
<td>CY + 1</td>
</tr>
<tr>
<td>Directory - Membership</td>
<td>List of membership as of the start/end of each Fiscal Year. Note: Membership Directory information is maintained by ARMA International. Chapter Membership Directories with historical value should be retained as Archives / Historical Information - AR02.</td>
<td>MM02</td>
<td>ARMA International</td>
<td>N/A</td>
</tr>
<tr>
<td>Membership Roster</td>
<td>List of current members.</td>
<td>MM03</td>
<td>Membership Director</td>
<td>CY + 1</td>
</tr>
<tr>
<td>Newsletter</td>
<td>Announcements and other information distributed to membership (not including meeting announcements). Note: Newsletters with historical value should be retained as Archives / Historical Information - AR02.</td>
<td>NE01</td>
<td>President</td>
<td>CY + 5</td>
</tr>
<tr>
<td>Policies/Procedures</td>
<td>Policies and Procedures for operation of the Chapter, including the Chapter Operations Manual and Records Retention Schedule.</td>
<td>PO01</td>
<td>President</td>
<td>SUP + 10</td>
</tr>
<tr>
<td>Publicity Documentation</td>
<td>Press Releases and other public relations information, including relevant photos. Note: Publicity Documentation with historical value should be retained as Archives / Historical Information - AR02.</td>
<td>PU05</td>
<td>All Board Members</td>
<td>CY + 5</td>
</tr>
<tr>
<td>Scholarship Applications</td>
<td>Applications received requesting a Chapter Scholarship</td>
<td>SC01</td>
<td>Education Director</td>
<td>CY + 1</td>
</tr>
<tr>
<td>Scholarship Fund Records</td>
<td>Documentation of finances specifically related to Scholarship distributions and tracking.</td>
<td>SC02</td>
<td>Education Director</td>
<td>CY + 6</td>
</tr>
</tbody>
</table>

**Key (all numbers represent years)**
- ACE = After Contract Expires
- CY = Current Year
- LOC = Life Of Chapter
- SU = Until Superseded