



Event Title: April 2023 Board Meeting Minutes

Date: April 20, 2023

Time: 10:00-11:00 a.m.

Location: Teams

Meeting Minutes:

- I. Call to Order @ 10:05 a.m.
 - Members in attendance: Mary Waytashek; Natasha Krentz; Niki Engler; Rosanne Stoltz; Kyle Hjelmstad; John Neuman; Ben Greene; DeAnna Lilienthal
 - Members absent: Chris Johnson; Susan McKinney
 - Guests:

- II. Minutes:
 - March 14, 2023, Minutes
 - i. Discussion: None
 - ii. Vote to approve the March 14, 2023, Minutes:
 1. Motion: Niki Engler
 2. 2nd: Natasha Krentz
 3. Vote: unanimously approved

- III. Treasurer's Report:
 - February & March Financials
 - i. Discussion: None
 - ii. Vote to approve the February & March Financials:
 1. Motion: Natasha Krentz
 2. 2nd: Ben Greene
 3. Vote: Unanimously approved

- IV. Matters Pending/Unfinished Business
 - Spring Conference Highlights/Recap
 - i. Location was good; a little concern about the neighborhood, but centrally located with free parking, several attendees took advantage of the free tour of museum after the conference
 - ii. Some issues with microphones
 - iii. Food was good
 - iv. Good attendance, 42 paid attendees with 4 no-shows, about the same as last year
 - v. Speakers were great!
 - vi. Networking session was fun!
 - vii. Helpful staff
 - viii. Rent cheaper but food costs higher



- ix. Slight profit made - \$67
 - x. Alternative venue option to look into: Norway House
 - xi. Ben will send a survey to participants with speaker slides
 - xii. Matrix surveys cannot be sent through Survey Monkey without a paid subscription
 - xiii. Niki will explore Constant Contact to determine if that could be used to collect survey results
 - Business Partner Proposal
 - i. 4 additional chapters have updated their websites with business partner information
 - ii. Tabled until new directors are in place in June
- V. Board Reports:
- Board Chair – Susan McKinney – (Absent)
 - Bylaws results –
 - New bylaws are approved
 - 20 responses, 100% approved; no opposed
 - Officer Elections –
 - Mary Waytashek will follow up with Susan McKinney on timing
 - Need to send the ballot
 - President – Mary Waytashek
 - Next board meeting – 5/16 at 1:30-2:30
 - Mary will schedule a 3-hour planning session June 13 with lunch at General Mills, 11:30-2:30
 - Job Descriptions Updated
 - All job descriptions have been updated with at least a current review date
 - Will review at the June planning meeting
 - Secretary – Rosanne Stoltz
 - Rosanne sent the updated chapter Retention Schedule to Chris to be posted
 - Treasurer - DeAnna Lilienthal
 - Finalizing spring conference and other open items
 - Membership – John Neuman
 - # of Members is 82, up from 72 last month
 - Additional people will be joining
 - Great growth in the past month!
 - Great effort by the chapter on many fronts!
 - John Neuman to send list over to Eleanor to update Constant Contact and send new members to Niki Engler
 - Miss Sharon Urling-Brown – Leadershipthroughdata.co.uk – also possible business partner opportunity
 - Programming - Ben Greene
 - Spring Mania
 - Lots of good attendance at the meetings (80-100+ attendees)



- Need to advertise the trivia event
- May 16th Meeting
 - 103 have registered for Ben Greene's session
 - Zoom capped to 100 attendees
 - Everyone may not be able to get into the event
 - A recording could be sent to attendees not able to participate
 - Survey/PPTs – Per DeAnna Lilienthal, Eventbrite can't do matrix questions (such as ranked choices).
 - Niki Engler will check into Constant Contact but needs Eleanor to create a distribution list.
- Arrangements – Kyle Hjelmstad – No report
- Communications - Niki Engler
 - Content for April newsletter
 - i. Presidents Communication – Mary
 - ii. Spring Mania Advertising - Niki
 - iii. Member News – John
 - iv. Job Postings – Chris
 - Sue Dickens is retiring, and her job is being posted.
 - v. Nominations – Susan
 - vi. Spring Conference Survey – Ben
 - vii. Pictures from Spring Conference – Natasha
 - viii. Summary of Spring Conference – Mary
- Technology - Chris Johnson – (Absent)
- Special Projects - Natasha Krentz
 - Library
 - The book sale at the conference was very successful!
 - Over 50 books were re-homed to conference attendees
 - \$311 was raised for Agate
 - Natasha will look into using the ARMA Gmail account to create a form showing remaining inventory with a 5/31/23 due date. Access Corp. could be utilized to distribute books requested.
 - The remaining books will be taken to Half-Price Books.
 - Submit pictures and event details to media@armaintl.org – will help give us visibility to our chapter

VI. *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.*

VII. Reminders:



- Send items to be included in the monthly newsletter to Niki Engler by Monday next.

VIII. Future Business/Topics/Projects

- Next Board Meeting – May 16, 2023
 - i. Location: Teams
 - ii. Time: 1:30-2:30 p.m.
 - iii. *If you have something you want on the agenda, please send it to Mary Waytashek.*
- Board Transition / Planning Meeting – June 13, 2023
 - i. Location: General Mills
 - ii. Time: 11:30 a.m. - 2:30 p.m.

IX. Meeting Adjourned @ 11:00 a.m.

- Motion to adjourn made by: Ben Greene
- 2nd: Niki Engler
- Vote – unanimously approved