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 –
       o New bylaws are approved
       o 20 responses, 100% approved; no opposed
     - Officer Elections –
       o Mary Waytashek will follow up with Susan McKinney on timing
       o Need to send the ballot
   - President – Mary Waytashek
     o Next board meeting – 5/16 at 1:30-2:30
     o Mary will schedule a 3-hour planning session June 13 with lunch at General Mills, 11:30-2:30
   - Job Descriptions Updated
     o All job descriptions have been updated with at least a current review date
     o Will review at the June planning meeting
   - Secretary – Rosanne Stoltz
     o Rosanne sent the updated chapter Retention Schedule to Chris to be posted
   - Treasurer - DeAnna Lilienthal
     o Finalizing spring conference and other open items
   - Membership – John Neuman
     o # of Members is 82, up from 72 last month
     o Additional people will be joining
     o Great growth in the past month!
     o Great effort by the chapter on many fronts!
     o John Neuman to send list over to Eleanor to update Constant Contact and send new members to Niki Engler
     o Miss Sharon Urling-Brown – Leadershipthroughdata.co.uk – also possible business partner opportunity
   - Programming - Ben Greene
     - Spring Mania
       o Lots of good attendance at the meetings (80-100+ attendees)
● 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