



Event Title: May 2023 Board Meeting Minutes

Date: May 16, 2023

Time: 1:30-2:30 p.m.

Location: Teams

Meeting Minutes:

- I. Call to Order @ 1:31 p.m.
 - Members in attendance: Mary Waytashek; Niki Engler; Rosanne Stoltz; Kyle Hjelmstad; John Neuman; Ben Greene; DeAnna Lilienthal; Chris Johnson; Susan McKinney (left early)
 - Members absent: Natasha Krentz
 - Guests:

- II. Minutes:
 - April 20, 2023, Minutes
 - i. Discussion: None
 - ii. Vote to approve the April 20, 2023, Minutes:
 1. Motion: Ben Greene
 2. 2nd: Chris Johnson
 3. Vote: unanimously approved

- III. Treasurer's Report:
 - April Financials
 - i. Discussion: There was an overall net loss for the chapter of \$735 similar to last year. Mary Waytashek reported that some chapter renewals are expected in June.
 - ii. Vote to approve the April Financials:
 1. Motion: Chris Johnson
 2. 2nd: Niki Engler
 3. Vote: unanimously approved

1. Matters Pending/New Business
 - Approve Budgets
 - i. Discussion: Mary Waytashek went over the proposed budget. Budget details were submitted by each director and then consolidated into the proposed budget by DeAnna Lilienthal
 - ii. Vote to approve the proposed budget for 2023-2024:
 - Motion: Chris Johnson
 - 2nd: John Neuman
 - Vote: unanimously approved
 - Charity Collection Disbursement – no report



- Officer Elections – Update
 - i. The ballots were posted on 5/12 and are due back on 5/26.
- 2. Board Reports
 - Board Chair – Susan McKinney – no report
 - Per Mary Waytashek the bylaws have been approved. Approximately 20 people responded. The bylaws have been published.
 - President – Mary Waytashek
 - Chapter Dues
 - Current chapter dues are \$50, and the board considered whether an increase was needed.
 - Most chapter dues are \$30-50
 - It was determined that no increase is needed at this time, but more could be done to market the benefits of membership in the renewal notice.
 - Chapter Leader of Year
 - The board decided not to designate a Chapter Leader of Year.
 - If the chapter is not participating, the Financial Procedures may need to be revised. The procedure indicates the chapter sends the Chapter Leader of the Year to ARMA International. The board will discuss further at the planning meeting in June.
 - June Transition Meeting Agenda
 - Lunch and informal Get to know each other
 - Highlight TC ARMA website and Board member resources
 - Review and Finalize Position Descriptions – clarify role responsibilities
 - Budget overview
 - Review Strategic Plan and discuss updates
 - Update finance procedures
 - Update operating procedures
 - Explore Star Chapter
 - Set board meeting schedule and cadence
 - InfoCon2023 Reimbursement announcement sent by Heather at ARMA International
 - Early bird registration \$1,349
 - Leadership Training \$249
 - Reimbursements will be sent to the chapter by wire transfer, money will be sent between October 12-19, 2023
 - Secretary – Rosanne Stoltz –
 - Chapter Retention schedule has been posted
 - Treasurer - DeAnna Lilienthal –
 - Waiting for charity donation information
 - DeAnna Lilienthal will send each director their portion of the approved budget for 2023-2024. These budgets will go into effect on July 1, 2023.
 - Membership – John Neuman
 - Membership up from last month (74) – per membership report
 - ARMA renewal message – covered above



- Programming - Ben Greene
 - Spring Conference Survey Results – closed Friday, May 12; 13 responses
 - Niki Engler reviewed the survey responses with the board.
 - Spring Mania update –
 - Ben Greene presented today
 - 87 people attended
 - 142 registered
- Arrangements – Kyle Hjelmstad – no update
 - If we go back to the Swedish Institute next year, a room with windows could be considered, but will be at a higher cost
- Communications - Niki Engler
 - Election ballots coming in
 - Some new members could be featured
 - Add link to job postings page to website
 - Content for April newsletter
 - i. Presidents Communication – Mary
 - ii. Member News – John
 - iii. Job Postings – Chris
 - 2 job postings
 - iv. Spring Conference Pictures - Natasha
- Technology - Chris Johnson –
 - Meeting with Colleen Westerlund to train on managing the website
- Special Projects - Natasha Krentz – no report
 - Library form created – will keep open until fall and then donate books or properly dispose of remaining books
 - Submit pictures and event details to media@armaintl.org – will help give us visibility to our chapter

IV. Announcements

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 - Board Transition / Planning – June 13, 2023
 - i. Location: General Mills



- ii. Time: 11:30 a.m. - 2:30 p.m.
- iii. *If you have something you want on the agenda, please send it to Mary Waytashek.*

VIII. Meeting Adjourned @ 2:23 p.m.

- Motion to adjourn made by: Ben Greene
- 2nd: John Neuman
- Vote – unanimously approved