



Event Title: June 2023 Board Transition / Planning Meeting Minutes

Date: June 13, 2023

Time: 11:30 a.m.-2:30 p.m.

Location: General Mills

Lunch and informal Get to know each other – Mary Waytashek

Board of Directors Meeting

Meeting Minutes:

- I. Call to Order @ 12:15 p.m.
 - Members in attendance: Mary Waytashek; Niki Engler; Rosanne Stoltz; Kyle Hjelmstad; John Neuman; Ben Greene; DeAnna Lilienthal; Chris Johnson; Natasha Krentz; Bill Roach; Colleen Westerlund; Kristine Haugslund;
 - Members absent: Susan McKinney; Sandy Humenansky; Kay Harrington; Eleanor Chow
 - Guests:

- II. Minutes:
 - May 16, 2023, Minutes
 - i. Discussion: There was a question about the nature of the updates to the May 16, 2023, minutes and it was noted they were related to clarifications provided by the Treasurer related to the financial information.
 - ii. Vote to approve the May 16, 2023, Minutes:
 1. Motion: Ben Greene
 2. 2nd: DeAnna Lilienthal
 3. Vote: unanimously approved

- III. Treasurer's Report:
 - May Financials
 - i. Discussion: DeAnna noticed a double charge for chapter membership dues for one member and has asked ARMA International to review and update as needed. Funds for the charity raffle were sent in early June and has cleared. The chapter incurred a loss of \$409.92 over the course of the year. We may want to look into investing in a CD or money market to take advantage of current interest rates.
 - ii. Vote to approve the May Financials:
 1. Motion: Natasha Krentz
 2. 2nd: Niki Engler
 3. Vote: unanimously approved

- IV. Matters Pending/New Business

- V. Board Reports
 - Board Chair – Susan McKinney



- Officer Elections Results
 - 29 responses all yes. No write ins
- Susan McKinney will stay on as Chair for the next year
- President – Mary Waytashek
 - Mary welcomed the new board
 - InfoCon 2023:
 - Celebration of Chapters – Due July 15th – need pictures from the chapter
 - Need to register by August; includes conference and leadership conference
 - Funding is available from ARMA International and the chapter
 - October 9-11 in Detroit
 - John Neuman and Natasha Krentz expressed interest in attending the leadership conference
 - Annual report is complete
 - Need to send to Heather Lehman at ARMA International;
 - Please check the [Reference Center – Twin Cities ARMA](#) under Reports for the chapter’s annual reports.
- Secretary – Rosanne Stoltz –
 - Contact list for board members will be sent
 - Administrative information will also be sent
 - Box of letterhead will be reviewed with Natasha Krentz
 - The chapter P.O. box forwarding will be updated
- Treasurer - DeAnna Lilienthal –
 - DAV form for Charity submitted
- Membership – John Neuman
 - Membership - 75 members
 - Eleanor Chow will support membership
 - John Neuman would like to use Google account for membership communications and needs password information
- Programming - Ben Greene
 - Ben / Mary will forward Bill the leads for this next program year
- Arrangements – Kyle Hjelmstad – no report
- Communications - Niki Engler
 - Content for June newsletter
 - Presidents Communication – Mary –
 - Member News – John – 2 new members
 - Job Postings – Niki – new job postings – include a link
 - Should we post RIM-related jobs even if not requested?
 - TC ARMA Linked in site could also be used
 - New board members – include in Mary’s communications
 - New board members should send a photo to Colleen Westerlund
- Technology - Chris Johnson –
 - Colleen Westerlund is new board member.



- Colleen Westerlund met with Chris Johnson and transitioned the role.
- Chris Johnson will pass along additional notes
- Business Relations – Kay Harrington – no report
- Special Projects - Natasha Krentz
 - Library
 - Will schedule meeting with Kristine Haugslund

VI. Announcements

VII. *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.*

VIII. Reminders:

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

IX. Meeting Adjourned @ 12:48 p.m.

Budget Overview – DeAnna Lillienthal

Highlight TC ARMA website and BOD member resources – Chris Johnson

Review and Finalize Position Descriptions – Clarify Role Responsibilities – Mary Waytashek

Review Strategic Plan and Update – Mary Waytashek

Wrap up and set board meeting schedule and cadence – Mary Waytashek

X. Future Business/Topics/Projects

- Next Board Meeting – July 11, 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.*