



Event Title: July 2023 Board Meeting Minutes

Date: July 11, 2023

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

Location: Teams

Meeting Minutes:

- I. Call to Order @ 1:33 p.m.
  - Members in attendance: Mary Waytashek; Rosanne Stoltz; Ben Greene; Natasha Krentz; Bill Roach; Colleen Westerlund; Kristine Haugslund; Sandy Humenansky; Kay Harrington; Eleanor Chow; Niki Engler; Kyle Hjelmstad
  - Members absent: Susan McKinney; John Neuman
  - Guests:
  
- II. Minutes:
  - June 13, 2023, Minutes
    - i. Discussion: None
    - ii. Vote to approve the June 13, 2023, Minutes:
      1. Motion: Ben Greene
      2. 2<sup>nd</sup>: Niki Engler
      3. Vote: unanimously approved
  
- III. Treasurer's Report:
  - June Financials
    - i. Vote to approve the June Financials: Delayed until August
  
- IV. Matters Pending/New Business
  - 2023/24 Strategic Plan (following board reports)
  - Mary Waytashek reviewed the 2023/24 Strategic Plan with the board and will send to the board for review with the minutes. Board members should provide any comments back to Mary before the next meeting.
  
- V. Board Reports
  - Board Chair – Susan McKinney – No report
  - President – Mary Waytashek
    - InfoCon Leadership Conference – registration required by Aug; finalize in July. John Neuman and Natasha Krentz attending InfoCon and both are interested in also attending the Leadership Conference.
    - ARMA Int'l reimburses for conference registration and leadership conference. TC ARMA budgets for ARMA int'l registration, leadership, airfare and hotel for President or approved member.



- Approval of John Neuman and Natasha Krentz to attend the Leadership Conference at InfoCon to be funded by ARMA International and the Chapter.
  - Discussion: None
  - Vote to approve John Neuman and Natasha Krentz to attend the Leadership Conference at InfoCon to be funded by ARMA International and the Chapter:
    - Motion: Bill Roach
    - 2<sup>nd</sup>: Colleen Westerlund
    - Vote: unanimously approved
- Secretary – Rosanne Stoltz
  - Mary Waytashek raised a question about retention of current and previous Position Descriptions. Rosanne Stoltz will check draft retention schedules and report back at the August meeting.
  - Mary Waytashek asked new board members to send Rosanne Stoltz contact information and please use members preferred emails when sending communication. Rosanne Stoltz noted all board members had responded and asked the board to provide updates throughout the year as needed.
  - Mary Waytashek asked about producing a chapter Disposition list as well as an inventory to determine what chapter documentation is eligible for destruction or missing.
  - Rosanne Stoltz will follow-up with Natasha Krentz, Kristine Haugslund and Colleen Westerlund before the August meeting.
- Treasurer – Natasha Krentz
  - Natasha Krentz will do June reconciliation with DeAnna Lillienthal this month.
  - June and July financials may be available by August.
  - There are good rates on CDs right now. We may want to invest in a 5-month CD. Natasha will propose an amount to move to CD by the next meeting.
- Membership – John Neuman / Eleanor Chow – No report
  - Membership – 75 members
- Programming – Bill Roach / Sandy Humenansky
  - Bill Roach will work with Sandy Humenansky to get program meetings scheduled.
  - September meeting is scheduled – Proxy PR – The New Wholistic Approach to Records Management – 9/12/23
  - Need to work on publishing program information to the website.
  - Bill Roach will check with Ben Greene on required forms / TC ARMA Facilitator Checklist
  - Bill Roach will Inform Niki Engler of details for the newsletter. Also need to set up:
    - Zoom link
    - EventBrite meeting notice
    - Website announcement
    - Newsletter / Publicity



- Bill Roach is looking into a tour for the May meeting – image services – MN Imaging
- Arrangements – Kyle Hjelmstad
  - Kyle Hjelmstad will start looking at venues and pricing options.
- Communications - Niki Engler
  - Content for July newsletter
    - Presidents Communication – Mary Waytashek
    - Member News – John Neuman
    - Job Postings – Niki Engler
    - Programming Content – Bill Roach
    - New Board of Directors
    - Newsletter will be sent the week of 7/17
- Technology – Colleen Westerlund
  - Board of Director information has been posted. New board members should submit photos to Colleen Westerlund as needed.
  - The Chapter’s Annual report has been posted to the website.
  - Updated Position Descriptions have been posted to the website. Need to determine if previous position descriptions should be stored on the Google Drive.
  - Colleen Westerlund needs access to the Chapter’s Google Drive in order to retain chapter documents.
  - Colleen Westerlund is still updating the email addresses on the website.
  - Rosanne Stoltz to schedule a meeting with Natasha Krentz, Colleen Westerlund, Kristine Haugslund to look at website, google docs, inventory, missing docs, archiving old content, etc.
- Education – Ben Greene – No report
  - Ben Greene will begin researching educational opportunities.
- Vendor Relations – Kay Harrington – No report
  - Per Mary Waytashek, Kay Harrington is reviewing materials and an agenda item will be added to discuss at a future meeting.
  - Per Mary Waytashek, Contoural information can be removed as these are test materials only. Mary Waytashek will ensure Kay Harrington has contact information for Contoural.
- Special Projects – Kristine Haugslund
  - Susan McKinney and Kristine Haugslund are meeting next week to review Operating Procedures
  - Financial Procedures will also be reviewed this year.

VI. Future Business/Topics/Projects

- Next Board Meeting – August 8, 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.*



- VII. Meeting Adjourned @ 2:38 p.m.
- Motion – Ben Greene
  - 2<sup>nd</sup> – Colleen Westerlund
  - Vote – unanimously approved

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