



Event Title: August 2023 Board Meeting Minutes

Date: August 8, 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; Natasha Krentz; Bill Roach; Colleen Westerlund; Kristine Haugland; Sandy Humenansky; Eleanor Chow; Niki Engler; Kyle Hjelmstad; Susan McKinney
 - Members absent: John Neuman; Ben Greene
 - Guests:

- II. Minutes:
 - July 11, 2023, Minutes
 - i. Discussion: None
 - ii. Vote to approve the July 11, 2023, Minutes:
 1. Motion: Bill Roach
 2. 2nd: Natasha Krentz
 3. Vote: unanimously approved

- III. Treasurer's Report:
 - June Financials
 - i. Discussion: Mary reviewed the year-end financials with the board.
 - ii. Vote to approve the June Financials:
 1. Motion: Susan McKinney
 2. 2nd: Bill Roach
 3. Vote: unanimously approved

- IV. Matters Pending/New Business
 - Info Con – Mary Waytashek will not be able to attend InfoCon this year, so there are funds available (registration, leadership, airfare and hotel) for a board member to attend. The only additional expenses not covered are for meals not provided by the conference.
 - i. Natasha Krentz and John Neuman will be attending InfoCon and Leadership Conference.
 - ii. Registration is due August 8, 2023.
 - Kay Harrington resigned from the board as Business Relations Director. Please send Mary Waytashek any suggestions for a new director.



- 2023/24 Strategic Plan – Mary Waytashek did not receive any additional input. As indicated, this can be updated throughout the year but will be used to drive our priorities.
- 2023/24 Strategic Plan Approval
 - i. Discussion: Mary reviewed the key updates to the plan.
 - ii. Vote to approve the 2023/24 Strategic Plan:
 - Motion: Susan McKinney
 - 2nd: Colleen Westerlund
 - Vote: unanimously approved
- Education Scholarship Guidelines –
 - i. Mary Waytashek provided a draft revision of the scholarship guidelines submitted by Ben Greene and will be seeking approval during the September BOD meeting. Mary Waytashek will send the guidelines out with the minutes. Please review and submit questions/feedback to Ben Greene no later than August 25th.
 - ii. Some issues include:
 - a. Increase dollar amounts;
 - b. Split into 2 scholarships – membership and meetings / conferences + certification scholarships (include only CRM, IGP or others also?).
 - c. Keep scholarship applications private.
 - d. Encourage participation or require participation (i.e. write an article for the newsletter, participate on a committee, etc.)?
 - e. When does the participant know the funds will be provided?
 - f. When are they eligible to receive the funds?
 - g. Reimburse as each CRM exam module is completed? Must be completed within 5 years. Include reimbursement for CRA exam also.
- Programming Update - Programming – Bill Roach / Sandy Humenansky
 - i. Bill Roach provided an overview of the program planned for the year.
 - ii. The information for September 2023 has been provided so the meeting can be set up and publicized.
 - iii. October speakers are confirmed.
 - iv. We need to confirm Randy Kahn for the November meeting. Rosanne Stoltz will follow up. Information about that meeting has been sent to Susan Carlson. This will be a joint meeting with the North Dakota chapter.
 - v. Bill Roach plans to complete entire program by the end of August except Spring Conference speakers.
 - vi. Web meetings will be free to members.
 - vii. Mary Waytashek will work with Colleen Westerlund on the agreement with Contoural. These funds could enable offering the October meeting / Fall conference free to members.
 - viii. The board discussed the location for the October Fall conference. The approximate attendance expected is 40 people. However, if we offered the October meeting free to members, that could increase attendance. Kyle



Hjelmstad will research options, including possibly hosting at a company. If anyone is interested in hosting, let Kyle know.

ix. CEUs are also offered at conferences.

V. Board Reports

- Board Chair – Susan McKinney
 - No report
- President – Mary Waytashek
 - No report
- Secretary – Rosanne Stoltz
 - Chapter records update
 - Natasha Krentz, Kristine Haugslund, Colleen Westerlund and Rosanne Stoltz are meeting weekly to address the chapter’s records.

Goals:

- Determine official repository for chapter’s records
- Build complete folder structure based on the chapter’s retention schedule
- Determine where we have gaps in the chapter’s records and whether they can be filled
- **Determine retention for position descriptions – Policies / Procedures – SUP + 10**
- Document records eligible for destruction / Obtain BOD approval to destroy records / Destroy records approved for destruction
 - A question was raised whether the board needed to approve destruction of chapter records if it is done in accordance with the chapter retention schedule. Perhaps informing the board would be sufficient.
 - Kristine Haugslund will review the destruction process as part of the review of Chapter Operating Procedures

Repositories include:

- Chapter Archives at Access – Physical Records – Natasha has inventory
- Chapter Google Drive – Electronic – Rosanne will provide inventory and access information / links
- Chapter Website – Electronic – 500+ items in “Media” files – not official, but may be needed to complete Google Drive inventory
- Chapter Email – twincitiesarma@gmail.com
- Arrangements Email (Finance / Treasurer) – moving Finance / Treasury records to new tcarmafinance@gmail.com email box; then could return arrangements email box to Programming / Arrangements
- Finance Email - tcarmafinance@gmail.com – new email box Natasha is setting up
- Directors’ Local Repositories – Chapter Email could be used to transfer records to the chapter even if the board member doesn’t have a gmail address by sending the files to twincitiesarma@gmail.com
- Treasurer – Natasha Krentz –
 - Proposal to send \$40k over a 5-month CD \$4.5% interest; \$10k checking; \$10k savings
 - Chapter website renewal - renewed
 - Quickbook subscription - renewed



- Constant Contact subscription – renewed
- Natasha is working with DeAnna on July financials.
- Received May escrow in July.
- Membership – John Neuman/Eleanor Chow –
 - Membership – 74 members (down 1)
 - No new members
 - Mary Waytashek reported John Neuman is no longer with Tab. He is working with Tab to get approval to continue his role since he is working with former clients.
- Programming – Bill Roach/Sandra Humenansky –
 - September - Proxy PR – New holistic approach to RM
 - Program Year update – InfoNext (formerly known as MER) is April 8-10 in Palm Springs, CA. We may need to consider a different date for spring conference than April 9 (i.e., April 23) to avoid a conflict.
- Arrangements – Kyle Hjelmstad –
 - Should we consider recording in-person meetings?
 - A Zoom link could be set up for in-person meetings so a recording can be created for people who registered can watch them again. We would need permission from the speaker and internet access would be required at the venue.
 - This offering would be a recording only, not virtual live. A hybrid meeting would be more complicated than capturing a recording.
 - The Program Committee will discuss.
- Communications - Niki Engler
 - Content for August newsletter – newsletter will be sent next week.
 - Presidents Communication – Mary Waytashek –
 - Member News – John Neuman
 - Lynda Carlson obtained CRA; Sandy Humenansky obtained IGP.
 - Job Postings – Niki Engler
 - Programming Content – Bill Roach will send email announcing program this week
 - A process is needed if we are going to include announcements regarding promotions, educational achievements, etc.
- Technology – Colleen Westerlund – No report
- Education – Ben Greene – No report
 - Mary Waytashek reported Ben Greene has submitted draft Scholarship Guidelines. Please provide Ben Greene with edits by August 25.
 - Need to investigate whether we are able to work with the ICRM/ARMA Int'l to identify members monthly that are passing their CRM, CRA or IGP.
- Vendor Relations – Vacant
 - Kay Harrington has resigned, and a new director is needed to work on the sponsorship program proposal.
- Special Projects – Kristine Haugslund –
 - Operating Procedures -
 - Financial Procedures –



- Susan and Kristine have met and will continue streamlining the Operating and Financial procedures.
- They will incorporate the recordkeeping / destruction procedures as well.
- Another question for consideration is whether the chapter should reimburse for InfoNext (formerly MER Conference) now that ARMA International is working with them. Potentially InfoNext (formerly MER) could be incorporated into the procedures as an alternative for leadership to attend.

VI. Future Business/Topics/Projects

- Next Board Meeting – September 12, 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 @ 2:35 p.m. by Mary Waytashek
