Event Title: October 2023 Board Meeting Minutes
Date: October 17, 2023
Time: 12:00 p.m.-1:00 p.m.
Location: General Mills

Meeting Minutes:

• Call to Order @ 11:52 a.m.
  • Members in attendance: Mary Waytashek; Rosanne Stoltz; Natasha Krentz; Bill Roach; Colleen Westerlund; Kristine Haugsland; Sandy Humenansky; Eleanor Chow; Niki Engler; Kyle Hjelmstad; Susan McKinney; Ben Greene
  • Members absent: John Neuman
• Guests:

• Minutes:
  • September 12, 2023, Minutes
    i. Discussion: None
    ii. Vote to approve the September 12, 2023, Minutes:
      1. Motion: Bill Roach
      2. 2nd: Susan McKinney
      3. Vote: unanimously approved

• Treasurer’s Report:
  • August / September Financials
    i. Discussion: Mary reviewed the revenue and expenses for August and September and the net income as of 9/30/23.
    ii. Vote to approve the August / September Financials:
      1. Motion: Susan McKinney
      2. 2nd: Nicole Engler
      3. Vote: unanimously approved

• Matters Pending/New Business
  • New scholarship guidelines were approved via email following discussion at the September board meeting. Following approval, Ben Greene has published and promoted them in the chapter newsletter and at the October meeting.
  • ARMA InfoCon Conference and Leadership Session Update
    i. Natasha Krentz discussed the ARMA InfoCon Conference and Leadership Session
    ii. Topics included volunteering; serving existing members; attracting new members; different motivations for people getting involved.
    iii. Natasha Krentz and John Neuman will provide an article for the newsletter.
  • Operating Procedures Revision – Kristine Haugsland and Susan McKinney
i. The board reviewed revisions and comments to the chapter’s Operating Procedures.
ii. Would like to streamline; eliminate operations we no longer have; make it more useful; follow ARMA International Code of Ethics if possible
iii. A new version will be provided to the board for review.
iv. Plan to approve updated Operating Procedures in November

- Sponsorship Program Proposal – Mary Waytashek – Tabled until November meeting
- Contoural Update – Colleen Westerlund – Tabled until November meeting
- Operating Procedures Approval – Kristine Haugsland /Susan McKinney - November
- Financial Procedures Review – Kristine Haugsland /Susan McKinney – need input from Natasha Krentz

- Board Reports – Formal reports were not provided, but a few items were covered.
  - Board Chair – Susan McKinney – no report
  - President – Mary Waytashek – no report
    i. Mary Waytashek asked whether all board members received a Welcome Chapter Board Members email from Heather Lehman.
    ii. Mary Waytashek will send the communication to the board.
  - Secretary – Rosanne Stoltz – no report
  - Treasurer – Natasha Krentz – no report
    i. Chapter’s library closure
    ii. Natasha Krentz will work on closing the library and could use some assistance.
    i. Membership – 73 members (Up 2)
    ii. Membership campaign communication sent to Non-Members on 9/19
    iii. Three people are interested in joining the chapter from the conference.
  - Programming – Bill Roach/Sandra Humenansky –
    i. 2023/24 Program schedule update
      1. November event will be published on Eventbrite shortly after today’s meeting.
      2. North Dakota members can register as a member for the November meeting.
      3. Bill Roach is still working on a speaker for January.
      4. The chapter standard is to have two live events posted on the website at the same time.
    ii. Chapter Charity Vendor is Wishes and More - https://wishesandmore.org/
      1. Total amount collected for the charity from today’s raffle is $46.
  - Arrangements – Kyle Hjelmstad – no report
  - Communications - Niki Engler
    i. Content for Oct newsletter
      1. Presidents Communication – Mary
      2. Member News – John
        a. Bo Hopkins
3. Job Postings – Niki
4. John/Natasha – article summarizing ARMA InfoCon Leadership Conference
5. Kyle – 2-3 pictures from today’s event
   - Technology – Colleen Westerlund –
     1. Will add November meeting details to website
     2. Also add January meeting details to website once we have it
   - Education – Ben Greene –
     1. Are you able to work with the ICRM/ARMA Int’l to identify members on a monthly basis that are passing their CRM, CRA or IGP? Not covered
     2. CEUs for ICRM and IGP – Ben Greene and Sandy Humenansky will provide pre-approved certification information to be sent to attendees
   - Vendor Relations – Open
   - Special Projects – Kristine Haugsland – addressed under matters pending

- Future Business/Topics/Projects
  - Next Board Meeting – November 14, 2023
    1. Location: Teams
    2. Time: 1:30-2:30 p.m.
    3. If you have something you want on the agenda, please send it to Mary Waytashek.

- Meeting Adjourned @ 1:18 p.m.
  - Motion: Susan McKinney
  - 2nd: Niki Engler
  - Vote: Unanimously approved