Event Title: November 2023 Board Meeting Minutes
Date: November 14, 2023
Time: 1:30 p.m.-2:30 p.m.
Location: Teams

Meeting Minutes:

1. Call to Order @ 1:31 p.m.
   I. 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; John Neuman
   II. Members absent:
   III. Guests:

2. Minutes:
   I. October 17, 2023, Minutes
      i. Discussion: None
      ii. Vote to approve the October 17, 2023, Minutes:
         1. Motion: Bill Roach
         2. 2nd: Kristine Haugsland
         3. Vote: unanimously approved

3. Treasurer’s Report:
   I. October Financials
      i. Discussion: Waiting for escrow report
      ii. Vote to approve the October Financials: Delayed until December.
         1. Motion:
         2. 2nd:
         3. Vote:

4. Matters Pending/New Business
   I. Operating Procedures Revision Approval – Kristine/Susan
      i. Updates
         1. Introduction - Guiding, social and vendor principles removed. These are defined as part of ARMA Int’l
         2. 2.0 Nominating/Elections section to reflect updates to elected officers and simplified procedures for nominations.
         3. 3.0 Removal/Resignation – updates made to align to Article IV, Section 5 of the Bylaws; simplified language.
         4. 4.0 Committee – removed all committee definitions and simplified to reflect that committees will be appointed based upon the needs of the chapter each year.
5. 5.0 Board of Directors/Board Transition – Prior to transition meeting section removed.
6. 6.0 Annual Planning – combined section 7.0 strategic planning with section 6.0 – content in this section simplified; removed program and budget planning from this section.
7. 7.0 Strategic planning – now combined with section 6.0.
8. 8.0 BOD, Member and Special Meetings – now section 7.0; content simplified; suggested order of business section removed, recording meeting, minute format, motions format, corrections to the minutes, voting, voting in person, voting electronically and electronic discussions sections removed.
9. 9.0 Chapter Membership Dues – now section 8.0
10. 10.0 Advertising and Sponsorship – now section 9.0
11. 11.0 Solicitation of contributions to the chapter – now section 10.0
12. 12.0 Financial Assistance and Support Provided by Chapter to board members – now section 11.0 – event attendance sections removed and referenced to the financial procedures PF 3.0
13. 13.0 Gifts and donations made by the chapter – now section 12.0.
14. 14.0 Member communications – now section 13.0 – chapter roster review, member recognition, chapter member/leader of the year and service pin sections removed.
15. 15.0 Member communication and Public Relations – combined with section 14.0 – website back up and website maintenance sections removed.
16. 16.0 Developing annual program – now section 14.0 – content simplified.
17. 17.0 Privacy and Consent – now section 15.0
18. 18.0 Maintaining Chapter Records and the Chapter Records Repository – Now section 16.0 – content simplified. Sections At the end of the chapter year, at the transition meeting, before December 31, At the first board meeting of the calendar year, after approval of record destruction, when transferring archive records sections removed.
19. 19.0 Chapter Property Management – now section 17.0
20. 20.0 Post office box – now section 18.0 – content updated to include current address and updated procedures.
21. 21.0 Library Management – section removed; we no longer have a library.
22. 22.0 Registration with the Minnesota Secretary of State – now section 19.0

II. Vote to Approve Updated Chapter Operating Procedures
   i. Discussion: Kristine reviewed the updates.
   ii. Vote to approve the Updated Chapter Operating Procedures:
       1. Motion: John Neuman
       2. 2nd: Susan McKinney
III. Financial Procedures Revision Approval – Kristine/Natasha
   i. Removed
      1. Information that is in the operating procedure document.
         a. When a full review of the budget will be done,
      2. Mentions of the Chapter Leader of the Year (e.g., delegations and reimbursements
      3. Midwest Rocky Mountain region Leadership Conference section
   ii. Added
      1. General proof-reading fixes (i.e., rewording something to read smoother).
      2. Meals that aren't part of the ARMA Intl Conference will be reimbursed.
      3. section 4.0 - Audit Process
      4. This was moved over from the Operating Procedures document.

IV. Vote to Approve Updated Chapter Financial Procedures
   i. Discussion: Natasha reviewed the updates.
   ii. Vote to approve the updated Chapter Financial Procedures:
      1. Motion: Susan McKinney
      2. 2nd: Colleen Westerlund
      3. Vote: unanimously approved

V. Board Reports –
   i. Board Chair – Susan McKinney – no report
   ii. President – Mary Waytashek –
      1. No webinar in December but BOD meeting on Dec. 12th
   iii. Secretary – Rosanne Stoltz – no report
   iv. Treasurer – Natasha Krentz –
      1. Chapter’s library closure – 2 additional requests for 6 books each received and sent out. Remaining books donated to half price books on 10/27/23 – total proceeds $13.
      2. Vote to Approve Donation of Funds to Charity
         a. Discussion: None
         b. Vote to approve the Donation of Funds to this year’s Charity:
            • Motion: Kyle Hjelmstad
            • 2nd: Natasha Krentz
            • Vote: unanimously approved
      3. Create Opt in messaging in Eventbrite for non-members. We are not able to reactivate them on the mailing list if they opt out. Will do a disclaimer vs Question when registering on Eventbrite for members (Implied consent). We will ask speakers if they want to be added to the mailing list. This question could be added to the speaker information form.
      4. IRS Form 990 Due – Natasha will confirm with DeAnna whether this has been completed.
      5. Natasha Krentz will work on renewing Chapter Registration with MN Secretary of State
6. Natasha Krentz and Mary Waytashek meeting with Wells Fargo today after the meeting to:
   a. Discuss moving money to a short term CD. $25,000 was transferred to an 11-month CD obtained at a 5% interest rate.
   b. Discuss in progress related to the need for the merchant Account.
   c. DeAnna Lilienthal has been removed from the account.

v. Membership – John Neuman/Eleanor Chow –
   1. Membership – 77 members (Up 5)
      a. Charles Stech
      b. John Jensen
      c. Matt Whitelock
      d. Meghan Kennedy

vi. Programming – Bill Roach/Sandra Humenansky –
   1. 2023/24 Program schedule update – January meeting update
      a. Working on a speaker for January
   2. February is set up with North Dakota – need to confirm the date (2/20 rather than 2/13?)
   3. Bill is working on speakers for spring conference by 1/1/24. John Neuman and Ben Greene provided some additional speaker contacts from Info Gov and InfoCon to leverage for spring conference, spring mania and fall speaker line up. Bill will follow up.
   4. Bill will purchase Randy Kahn’s book, Navigating the Information Universe, and offer as a door prize at spring conference
   5. Speaker fillable form needs to be updated on the website. Niki Engler will send to Mary Waytashek for March speaker; Sandy Humenansky and Bill Roach will send Colleen Westerlund the updated form
   6. Kyle Hjelmstad asked if we received any feedback from Fall seminar. No survey submitted but we should consider doing a survey at the spring conference. Bill Roach and programming committee to discuss in next meeting

vii. Arrangements – Kyle Hjelmstad –
    1. Rick Sorenson is offering his book to TC ARMA Presenters and doing a free workshop. Kyle indicated that the book was only for the Oct speaker and that was the session Rick was interested in. Kyle will follow up with Rick to learn more about the workshop Rick is interested in offering.
    2. Discussion about locations for spring conference. Kyle to research locations. Some considerations were discussed:
       a. Company vs. hotel / meeting space
       b. Company space at board member companies or general member companies
       c. Discussion about spring conference fees; difference between members and non-members
       d. Estimate 60 attendees
e. Need space for networking
f. More open, people can come-and-go or need to be let in by company security

3. Program committee should discuss and bring recommendations back to the board

viii. Communications - Niki Engler
1. Content for Nov newsletter
   a. Presidents Communication – Mary Waytashek
   b. Member News – John Neuman
   c. Job Postings – Niki Engler
   d. ICRM/IGP News – Ben Greene
2. November meeting communications sent on 10/18/23, 10/31 and 11/9
3. InfoCon and Leadership article for the newsletter published on 10/31

ix. Technology – Colleen Westerlund –
1. Colleen Westerlund to remove library content from the website

x. Education – Ben Greene –
1. Communication sent to Fall Seminar Attendees regarding how to obtain credits for IGP and CRM/CRA on 10/18/23
2. Will be submitting for IGP credits on a monthly basis
3. CRM/CRA credits on auto approved for anything 2 hours or less so will only need to submit for Fall and Spring Seminar
4. Received 1 scholarship request which was awarded to Sarah Mauer and paperwork submitted; Sarah is willing to help out. John inquiring about areas she’s willing to support
5. Susan McKinney will acquire approval for CRM credits for spring conference

xi. Vendor Relations – Open

xii. Special Projects – Kristine Haugsland – Addressed under matters pending

VI. Future Business/Topics/Projects
i. Next Board Meeting – December 12, 2023
   1. Location: Teams
   2. Time: 1:30-2:30 p.m.

ii. December Meeting Topics
   1. Sponsorship Program Pricing Proposal – Mary
      a. Contoural Update - Colleen
   2. Disposition List – Rosanne – will provide in January / February
   3. Eventbrite Demo – December meeting
      a. Eventbrite processing – change in policy. Starting now, we have a "fee per paid event" and "processing fees".
   4. If you have something you want on the agenda, please send it to Mary Waytashek.
VII. Meeting Adjourned @ 2:30 p.m.
   i. Motion: Susan McKinney
   ii. 2nd: Ben Greene
   iii. Vote: Unanimously approved

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