Event Title: December 2023 Board Meeting Minutes
Date: December 12, 2023
Time: 1:30 p.m.-2:30 p.m.
Location: Teams

Meeting Minutes:

1. Call to Order @ 1:36 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; Ben Greene; John Neuman
   II. Members absent: Susan McKinney
   III. Guests:

2. Minutes:
   I. November 14, 2023, Minutes
      i. Discussion: None
      ii. Vote to approve the November 14, 2023, Minutes:
         1. Motion: John Neuman
         2. 2nd: Niki Engler
         3. Vote: unanimously approved

3. Treasurer’s Report:
   I. October / November Financials
      i. Discussion: Escrow reports for October and November have been received.
      ii. Vote to approve the October / November Financials: Delayed until January
         1. Motion:
         2. 2nd:
         3. Vote:

4. Matters Pending/New Business
   I. Sponsorship Program Pricing Proposal –
      i. Discussion: Mary reviewed the proposal with the board.
      ii. Vote to approve the Sponsorship Program Pricing Proposal:
         1. Motion: Kristine Haugsland
         2. 2nd: John Neuman
         3. Vote: unanimously approved
   II. Board Reports –
      i. Board Chair – Susan McKinney – no report
      ii. President – Mary Waytashek – no report
         1. Chapter post-pandemic trends
a. Virtual events including continuing education and some monthly meetings
b. Chapter website – need to be mobile friendly. Key trends – update design; add some members only content such as job boards, webinar recordings and member directory
c. Ability to pivot – long term planning still needed but need to be able to pivot and respond quickly
d. Hybrid event – going away
e. Virtual networking – going away and moving back to in-person

iii. Secretary – Rosanne Stoltz – no report

iv. Treasurer – Natasha Krentz –
   1. Create Opt in disclaimer messaging in Eventbrite for non-members. Wording added to the January event.
   2. Renew Chapter Registration with MN Secretary of State by 12/31/23.
   3. Natasha Krentz and Mary Waytashek meeting with Wells Fargo met to:
      ○ Inform: Moved $25k to a short term 11-month CD at 5% interest. $26,000+ remains in the checking account.
      ○ Discuss the need for the merchant account. Includes a $30 monthly fee; allows for multiple payment options through Event Brite. Plan to keep it open.
      ○ Removed DeAnna Lilienthal, former Treasurer, from the account – Completed 11/14/23
      ○ Creating spring conference history statistics for reference (i.e. dates, location, fees, venue costs, etc.)

v. Membership – John Neuman/Eleanor Chow –
   1. Membership – 76 members (Down 1)
   2. Sara Mauer – did we find out? John Neuman will follow up to determine how she might be interested in helping the chapter.
   3. Please update our master contact list and your mailing lists to include John’s new email address: John.Neuman@accesscorp.com. Eleanor Chow added this email to Constant Contact. Please keep gmail address as well.

vi. Programming – Bill Roach/Sandra Humenansky –
   1. 2023/24 Program schedule and spring conference update –
      a. January – Creating a Retention Schedule: Understanding Your Options – Bill Roach / Rosanne Stoltz
      b. February – What can data classification and data loss prevention do for you? Hosted by ND Chapter – Need to get forms to Niki/Natasha/Colleen
      c. March – Better Ways of Working – Marie Force/GMI – Mary working on getting forms
      d. April 23, 2024 Spring Conference topics – Working on Speakers
         ● RIM Basics – Bill Roach, Cheerios presentation
• Reimagining Records & Information Management—Susan McKinney
• AI & RM – still looking (John Isaza has presented on this topic.)
• Content Management – still looking

2. Speaker Fillable form – Bill will send updated form Colleen Westerlund.

3. Rick Sorenson Workshop – willing to do a workshop at no charge based on his book – program committee will follow up and maybe consider for fall 2024 seminar.

vii. Arrangements – Kyle Hjelmstad –
1. Looking into the following venue options with tour options: MN Historical Society (not open on Tuesday), Como Zoo (no response), Walker Art (exceeds budget – need to pay for parking), Norway House (a room for up to 30 people or a much bigger room)
2. Kyle will explore other options.

viii. Communications - Niki Engler
1. Content for Nov newsletter - Niki needs by Friday
   a. Presidents Communication – Mary Waytashek
   b. Member News – John Neuman
   c. Job Postings – Niki Engler
   d. ICRM/IGP News – Ben Greene
   • Sehri Strom, CRM – Archdiocese of St. Paul and Minneapolis

ix. Technology – Colleen Westerlund –
1. Need to update operating and financial procedures on website; did Rosanne get a copy of these? Colleen will send to current and previous procedures to Rosanne Stoltz to be filed on the Google Drive.
2. Library content removed

x. Education – Ben Greene –
1. Sehri Strom, CRM – Archdiocese of St. Paul and Minneapolis – Ben will reach out with welcome
2. Requested IGP credits for January meeting

xi. Vendor Relations – Open

xii. Special Projects – Kristine Haugsland – no report

III. Future Business/Topics/Projects
i. Next Board Meeting – January 9, 2024
   1. Location: Teams
   2. Time: 1:30-2:30 p.m.

ii. January Meeting Topics
   1. Disposition List – Rosanne Stoltz will do a memo to the BOD using the retention schedule as a baseline outlining what to dispose of and what is needed for the chapter’s archives
2. Sponsorship Program – Contoural Update - Colleen
3. If you have something you want on the agenda, please send it to Mary Waytashek.

IV. Meeting Adjourned @ 2:26 p.m.
   i. Motion: Natasha Krentz
   ii. 2nd: Niki Engler
   iii. Vote: Unanimously approved