Event Title: January 2024 Board Meeting Minutes
Date: January 9, 2024
Time: 10:30 a.m.-11:30 a.m.
Location: Teams

Meeting Minutes:

1. **Call to Order @ 10:32 a.m.**
   I. Members in attendance: Mary Waytashek; Rosanne Stoltz; Natasha Krentz; Bill Roach; Colleen Westerlund; Sandy Humenansky; Eleanor Chow; Niki Engler; Kyle Hjelmstad; Ben Greene; John Neuman; Susan McKinney; Natasha Krentz
   II. Members absent: Kristine Haugsland
   III. Guests:

2. **Minutes:**
   I. December 12, 2023, Minutes
      i. Discussion: None
      ii. Vote to approve the December 12, 2023, Minutes:
         1. Motion: Bill Roach
         2. 2nd: Colleen Westerlund
         3. Vote: unanimously approved

3. **Treasurer’s Report:**
   I. October / November / December Financials
      i. Discussion: Delay of information on deposits from ARMA International. Natasha Krentz is working on reconciliations. Natasha Krentz reviewed an Excel spreadsheet showing the transactions since October.
      ii. Vote to approve the October / November / December Financials: Delayed until February
         1. Motion:
         2. 2nd:
         3. Vote:

4. **Matters Pending/New Business**
   I. Disposition List – Rosanne Stoltz
      i. A disposition list for the chapter is not available yet, but a small project team is working on the inventory of electronic records during this fiscal year. A disposition list will be available later in the fiscal year.
      ii. Rosanne Stoltz reviewed a list of items which the chapter should have in its repository according to the Chapter Retention Schedule with the board.
      iii. Mary Waytashek asked the board to review the list and submit any records to Twincitiesarma@gmail.com by January 31.
5. **Board Reports**
   - **Board Chair** – Susan McKinney – no report
   - **President** – Mary Waytashek – no report
   - **Secretary** – Rosanne Stoltz – no report
   - **Treasurer** – Natasha Krentz –
     i. Renew Chapter Registration with MN Secretary of State – Done 12/17/23
     ii. Natasha Krentz received files from DeAnna Lilienthal and formally completed the transition of the Treasurer role to Natasha Krentz.
   - **Membership** – John Neuman/Eleanor Chow –
     i. Membership – 77 members; Names sent to Niki Engler; Colleen Westerlund to add to website once in newsletter
       a. Jennifer Kellogg
       b. Patty Curtice – CHS
     ii. Bill Roach received a message from Sara Mauer asking if there was anything we needed help with in April. John Neuman and Bill Roach will follow up to determine how she is interested in helping the chapter.
   - **Programming** – Bill Roach/Sandra Humenansky –
     i. 2023/24 Program schedule and spring conference update –
       o February - What can data classification and data loss prevention do for you?
         Hosted by ND Chapter – Bill Roach sent out the advertising materials today. No charge for non-members when ND is hosting. The time of the meeting will be at noon. Bill will follow up with Susan Carlson as needed.
       o March – Better Ways of Working – Marie Force/GMI – Mary Waytashek is working on getting forms and will follow up in the next week so the advertising can be posted.
       o April Spring Conference – Bill Roach is working on Speakers. Share ideas for speakers. Need to get advertising posted by end of January. Topics include:
         i. RIM Basics – Cheerios presentation - Bill Roach
         ii. Reimagining Records – Susan McKinney
         iii. AI & RM – still looking (possibly John Isaza)
         iv. Content Management Technologies – still looking for a speaker
     ii. Sandy Humenansky will reschedule January programming meeting to January 23
   - **Arrangements** – Kyle Hjelmstad –
     i. Spring conference venue update
       o McNamara Alumni Center ~$5k – need to park in the ramp
         i. Good ambiance
         ii. At U of M
         iii. Need to pay for parking
         iv. Will work with us on parking location
       o Market at Malcolm Yards ~$5,600 no afternoon snacks (too costly)
         i. Not reaching their minimum at $5500
       o Como Zoo ~$3,300
         i. Price seems too low
ii. Nice option

iii. Kyle will follow up

- **Communications - Niki Engler**
  i. Content for Nov newsletter - Niki Engler needs by Friday, January 12
  - Presidents Communication – Mary Waytashek
  - Member News – John Neuman
  - February Meeting information – Bill Roach
  - Job Postings – Niki Engler
  - ICRM/IGP News – Ben Greene

- **Technology – Colleen Westerlund**
  i. Financial and Operating procedures updated – Colleen Westerlund will save on the chapter’s Google Drive

- **Education – Ben Greene**
  i. Ben Greene has the code for IGP credits for January meeting; needs Feb info to apply for credits

- **Vendor Relations – Open**
  i. Sponsorship published and communicated – need a list of sponsors
  ii. Sponsorship events created in Eventbrite on 12/15/23 – just need links to go live
  iii. Possible dates sent to Contoural
  iv. Rosanne Stoltz / Natasha Krentz to review archives for communications sent to vendors in prior years – last spring conference in 2019
  v. Send business contacts to Mary Waytashek as potential sponsors by the end of January

  - 2019 Business Partners
    - MNHIMA Underground Security
    - NAGARA
    - Mid-America
    - ARM-MN
    - MicroFocus
    - BDRS
  - 2018 Business Partners
    - Ricoh
    - ARM-MN
    - Mid-America
    - allecreative (Beth Zaspel)
    - AMI-Imaging
    - Xerox
    - BDRS

- **Special Projects – Kristine Haugsland** – no report

6. **Future Business/Topics/Projects**
i. Next Board Meeting – February 13, 2024
   1. Location: Teams
   2. Time: 1:30-2:30 p.m.

ii. February Meeting Topics
   1. Spring conference topic reminders for the committee to discuss at their next meeting.
      a. Member survey
      b. IGP/CRM credits
      c. Complete contract with Como
      d. Photos
      e. Copies of presentation
      f. Speaker forms
      g. Communication plan
      h. Door prizes
      i. Next meeting Jan. 23rd
   2. If you have something you want on the agenda, please send it to Mary Waytashek.

7. Meeting Adjourned @ 11:24 a.m.
   i. Motion: Ben Greene
   ii. 2nd: Niki Engler
   iii. Vote: Unanimously approved