Meeting Minutes:

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

2. Minutes:
   - January 9, 2024, Minutes
     - Discussion: None
     - Vote to approve the January 9, 2024, Minutes:
       1. Motion: Colleen Westerlund
       2. 2nd: Natasha Krentz
       3. Vote: unanimously approved

3. Treasurer’s Report:
   - October / November / December / January Financials
     - Discussion: No liabilities - $55,000 assets – $100 income / month from CD - $5000 in checking – $2800 loss so far this fiscal year –
       tcarmafinance@gmail.com send backup documentation per Natasha Krentz
     - Vote to approve the October / November / December / January Financials:
       1. Motion: Colleen Westerlund
       2. 2nd: Susan McKinney
       3. Vote: unanimously approved

4. Matters Pending/New Business
   - Disposition List – Rosanne – please get all documents to the
     Twincitiesarma@gmail.com by Jan. 31st
     - Will review by next month – Rosanne has been out for mom’s funeral
     - Natasha received history files from DeAnna going back to 2012 for Treasurer and will add these to Google Drive

5. Board Reports
○ Board Chair – Susan McKinney – no report
○ President – Mary Waytashek – no report
  ○ Open Board positions
    ● Let Mary know if you will continue in your current position within the next 2 weeks if you do NOT plan to return next year or wish to move to another position
  ○ Blue Jeans being discontinued – chapter moved off platform at a good time
○ Secretary – Rosanne Stoltz – no report
○ Treasurer – Natasha Krentz – see Treasurer’s report above
○ Membership – John Neuman/Eleanor Chow –
  ○ Membership – 78 members –
    ○ Janet Hafner – Ramsey Co
    ○ Diane Barberis
    ○ Amy Segelstrom – Robin Skaplan
    ○ Jill Herigan from Iron Mountain
○ Programming – Bill Roach/Sandra Humenansky – Bill absent
  ○ 2023/24 Program schedule and spring conference update –
    ○ February – What can data classification and data loss prevention do for you? Hosted by ND Chapter – 43 people registered
    ○ March – Better Ways of Working – Marie Force/GMI – Posted - Colleen working on March flyer – 5 ppl currently registered
    ○ April Spring Conference
      i. Topics – Working on Speakers – need bios / session descriptions
        ▪ RIM Basics – Bill Roach – Cheerios presentation
        ▪ Reimaging Records – Susan McKinney
        ▪ AI & RM – Access – John Neuman is working on
        ▪ Chuck Pickard, ND IT - Content Management Technologies
      ii. Sandy is working on spring conference flyer
      iii. Kristine will do name tags
      iv. Bill is doing a survey
      v. Raffle for chapter charity, Wishes and More
      vi. Registration - $150 members; $200 non-members; 3+ from same organization $125 / person; $75 student
      vii. Door prizes - 6-7 $25 door prizes (including Randy Kahn’s book)
  ○ Spring Mania – May 14th – Twin Cities is hosting – need speaker
○ Arrangements – Kyle Hjelmstad –
  ○ Spring conference venue update
    ● McNamara Center contract finalized
- Kyle is working on finalizing parking information for spring conference brochure

○ Communications - Niki Engler
  - Last chance communication for February meeting to go out Thursday and will include a link for March
  - Content for February newsletter - Niki Engler needs by Friday
    - Presidents Communication – Mary Waytashek
    - Info about Feb / March meetings
    - Member News – John Neuman
    - Job Postings – Niki Engler
    - ICRM/IGP News – Ben Greene
    - Sponsorships

○ Technology – Colleen Westerlund –
  - Business Sponsor page
  - MRM Region from Resources page removed
  - Contoural – has met with Lauren and is working on page

○ Education – Ben Greene –
  - Has February IGP credits
  - Need to apply for March IGP credits

○ Vendor Relations – Open
  - Sponsorship published and communicated – Did not receive from anyone. I reached out to our business partners (Iron Mountain, Zasio and Xerox) - Iron Mountain and Zasio are interested. Xerox is going through restructuring and cannot support at this time.
  - Sponsorship event links are live in Eventbrite
  - Does anyone have contacts for MNHIMA Underground Security, NAGARA, Mid- America, ARM-MN- (Natasha), MicroFocus, Ricoh, Allcreative, AMI-Imaging; ShredRight (Rosanne); Cohasset (Kyle); ShredIt; Access (John)
  - Kristine will help with tracking business sponsorships.

○ 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.

7. March Meeting Topics
   - Business sponsorships
   - Spring Conference/Spring Mania
   - Open Board positions/elections
   - Review and Update Job Descriptions
   - Chapter audit of books
If you have something you want on the agenda, please send it to Mary Waytashek.

8. Meeting Adjourned @ 2:21 p.m.
   i. Motion: Natasha Krentz
   ii. 2nd: Ben Greene
   iii. Vote: Unanimously approved