Event Title: March 2024 Board Meeting Minutes  
Date: March 12, 2024  
Time: 1:30 p.m.-2:30 p.m.  
Location: Teams

Meeting Minutes:

1. Call to Order @ 1:33 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; Bill Roach  
   - Members absent:  
   - Guests:

2. Minutes:  
   February 13, 2024, Minutes  
   i. Discussion: None  
   ii. Vote to approve the February 13, 2024, Minutes:  
      1. Motion: Ben Greene  
      2. 2nd: Kristine Haugsland  
      3. Vote: unanimously approved

3. Treasurer’s Report:  
   February Financials  
   i. Discussion:  
   ii. Vote to approve the February Financials: Delayed until April  
      1. Motion:  
      2. 2nd:  
      3. Vote:

4. Matters Pending/New Business  
   • Disposition List – Rosanne – please submit all documents to the Twincitiesarma@gmail.com  
      i. Need a list of what is missing from the Google Drive  
      ii. This work is in progress.  
   • Job Description Updates  
      i. Director Communications – move to listing of events with ARMA Int’l to Director Programming position. Colleen Westerlund, Web Director, offered to post information to ARMA International after the information is posted on the chapter website. Mary Waytashek agreed and suggested we make this change during the transition to the new year.
• Open Board positions –
  i. Director of Arrangements
  ii. Director of Business Relations

5. Board Reports
  o Board Chair – Susan McKinney – no report
  o President – Mary Waytashek
    ▪ Chapter Dues – The board discussed whether to increase, decrease or keep the same chapter dues in 2025. It was agreed to keep the dues at the same rate.
    ▪ Annual report – Mary Waytashek will begin drafting the report.
    ▪ April BOD meeting – The board discussed and agreed to move the April board meeting to April 30 at 1:30, noting any remaining details can be finalized during the Program Committee meetings prior to the conference.
    ▪ Private Community or Simple Websites Available for Chapters – Mary Waytashek will continue to benchmark and consider this as part of next year’s strategic plan. A task force will be needed to review this as well as star chapter.
      • Is your chapter looking for a place to collaborate that is only open to your chapter members? ARMA can create your chapter as a private community on the myARMA platform. Everyone who is in the chapter or joins the chapter will automatically be placed in this community upon joining.
      • Another resource available for chapters is a simple website, similar in setup to Chapter Central. There is a section of the site where members will be able to see if they are logged in, but you can also create public facing pages for everyone to see.
      • For more information on creating this for your chapter, contact heather.lehman@armaintl.org.
  o Secretary – Rosanne Stoltz – no report
  o Treasurer – Natasha Krentz – no report
    ▪ February reconciliation is in progress
    ▪ DAVs and deposit forms are not always completed and Natasha needs to complete them herself. DAVTemplates and DepositForms are available on the chapter website under “Board Resources”. A form is needed for each transaction. This topic will be added to the agenda for the board transition meeting.
  o Membership – John Neuman/Eleanor Chow –
    ▪ Membership – 78 members – no new members this month
  o Programming – Bill Roach/Sandra Humenansky –
    ▪ 2023/24 Program schedule and spring conference update –
• April 23 Spring Conference topics – Bill Roach/Sandy Humenansky are finalizing the flyer. The bios from Access and Chuck Pickard are still outstanding.
  o RIM Basics – Bill Roach – Cheerios presentation
  o Reimagining Records – Susan McKinney
  o AI & RM – Access –
  o Content Management Technologies – Chuck Pickard, ND IT
• Need parking voucher information for spring conference; Kyle Hjelmstad will follow up and Natasha Krentz will include in Event Brite.
• We will publish the information we have available now (day, time, cost, topics, speakers, etc.) and list the rest as “TBD”.
• $50 gift cards are being awarded as door prizes. Event Brite will ask whether attendees can accept door prizes.
• Susan McKinney and Kristine Haugsland will be doing the name tags for spring conference.
• Bill Roach is working on the spring conference survey.
• The board discussed whether to record the spring conference sessions for viewing after the conference and decided against recording the sessions.
• All board members may attend the spring conference at no cost.
• April board meeting will be on April 30 @ 1:30-2:30.
• Spring Mania – May 14th – Demystifying AI: challenges and Solutions for Records and Information Managers – Dr Patricia Franks
  o The flyer is approved and will be published this week
• Arrangements – Kyle Hjelmstad –
  ▪ Spring conference venue updates – Kyle Hjelmstad has reached out to McNamara Center for an update on parking vouchers.
• Communications - Niki Engler
  ▪ Constant Contact issues (bounce back) update – how should we be communicating to the chapter if they are no longer getting their newsletter?
  • Niki Engler provided an overview of Constant Contact and the issues she is seeing with emails bouncing back.
  • Constant Contact emails are automatically flagged as spam within companies based on certain keywords (webinar, membership, etc.)
  • Constant Contact has statistics on # received, opened, clicked, bounced, unsubscribe, etc.
  • Niki Engler suggested deleting some of the contacts that repeatedly bounce back or are no longer valid as it skews the metrics.
• Eleanor Chow has been reviewing statistics to determine whether the recipients that are blocked, suspended or other, are members or non-members and has been removing recipients as needed.
  ▪ Need spring conference flyer to start advertising
    • Bill Roach hoping to get updates by end of day tomorrow
  ▪ Content for Wed newsletter - Niki Engler needs by Friday
    • Presidents Communication – Mary Waytashek
    • Spring Conference & Registration Link
    • Member News – John Neuman – no new members
    • Job Postings – Niki Engler – no new ones
    • ICRM/IGP News – Ben Greene – no updates
    • Sponsorships –
      ○ Iron Mountain (newsletter sponsor – monthly)
      ○ Zasio (just March newsletter)
      ○ Contoural/Loffler – deferred to April
  ○ Technology – Colleen Westerlund –
    ▪ Business Sponsor page updates (Zasio and Contoural added)
    ▪ Add spring mania details to Program/Events page
    ▪ Scholarships now separated out from Resources page
    ▪ Should we add anything to the Announcements page welcoming our new business partners?
  ○ Education – Ben Greene –
    ▪ Need to apply for IGP and spring conference credits
    ▪ No need to apply for IGP or CRM credits for spring mania
  ○ Vendor Relations – Open
    ▪ Iron Mountain - Newsletter
    ▪ Zasio - Website
    ▪ Contoural – Website
    ▪ Loffler – Website
    ▪ Access? – John Neuman
    ▪ ShredRight – Mary Waytashek
    ▪ Cohasset – no longer doing sponsorships
    ▪ Xerox – restructuring not able to support sponsorships this year.
  ○ Special Projects – Kristine Haugsland – No update

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

7. April Meeting Topics
   ○ Open Board positions/elections
   ○ Finalize Job Descriptions
   ○ Chapter audit of books
- Budget Planning
- *If you have something you want on the agenda, please send it to Mary Waytashek.*

8. Meeting Adjourned @ 2:32 p.m.
   i. Motion: Natasha Krentz
   ii. 2nd: Niki Engler
   iii. Vote: Unanimously approved