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

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; Kyle Hjelmstad; Ben Greene; John Neuman; Kristine Haugsland; Bill Roach; Susan McKinney  
   - Members absent: Niki Engler  
   - Guests:

2. Minutes:  
   March 12, 2024, Minutes  
   i. Discussion: None  
   ii. Vote to approve the March 12, 2024, Minutes:  
      1. Motion: Bill Roach  
      2. 2nd: Susan McKinney  
      3. Vote: unanimously approved

3. Treasurer’s Report:  
   February / March Financials  
   i. Discussion: Mary Waytashek reviewed the budget vs. actuals through March. Spring conference revenue and expenses have not come through yet. Natasha Krentz explained income from business partner sponsorships will not be realized until June due to how EventBrite was set up.  
   ii. Vote to approve the February / March Financials:  
      1. Motion: Bill Roach  
      2. 2nd: Kristine Haugsland  
      3. Vote: unanimously approved

4. Matters Pending/New Business  
   ▪ Spring Conference Recap – Bill Roach  
     ▪ Survey results  
       ▪ Location –  
         ▪ Great facility  
         ▪ Easy parking  
         ▪ Getting downtown was rough  
         ▪ Not my favorite driving
• Food
  o Outstanding food, but some was cold
  o More beverage variety
• Cheerios Presentation – Bill Roach
  o Helped conceptualize basics
  o Related everyday items to records
  o Need to modernize
• Marketing Your RIM Program Presentation – Susan McKinney
  o Well received
  o Good influencer
  o Good interaction with audience
  o Thought-provoking questions
• Digital Transformation, Access Panel – Access Panel
  o Knowledgeable
  o Vendor oriented, salesy
  o Did not match what was advertised
  o Talked too fast
• Enterprise Content Management – Chuck Picard
  o Speaker knowledgeable
  o Not dynamic
  o Might have worked better as a workshop

- Lessons learned
  • When is a good time to ask for feedback on topics?
  • Include more recent case studies

- Preliminary financial recap of Spring Conf – Kyle Hjelmstad
  • Gross Sales - $5200
  • Net Sales - $4644.28
  • EventBrite fees - $555.72
  • Additional fee $9.99
  • $500 deposit
  • $500 deposit
  • $2959.93 invoice
  • Net income / profit = $1230.08
  • Projected to be close to breaking even once all revenue and expenses come through

- 2024/25 Proposed budgets – Natasha Krentz
  • Natasha Krentz reviewed the Budget Codes (Income / Expense Codes) for the chapter
  • Mary Waytashek and Natasha Krentz are discussing some edits to the budget codes.
  • Natasha Krentz showed different views of the budget.
  • Natasha Krentz will send a spreadsheet with several tabs.
The 2022-2023 Transaction List and 2023-2024 Transaction List are included on separate tabs for reference.
- Some discussion about whether to combine the Monthly Meeting and Spring Conference budgets into one.
- Please review the 2024-2025 Proposed tab, which shows the anticipated income / expenses and rationale for next year. Please make the adjustments to your budget.
- Please provide any feedback to Natasha Krentz on the budget spreadsheet and your budget by May 9, 2024.
- The goal is to approve the budget at the May Board meeting.

5. Board Reports
   - Board Chair – Susan McKinney – no report
   - President – Mary Waytashek
     - ARMA Int’l logo change – Rosanne Stoltz & Natasha Krentz to look into whether we have anything that needs to be updated with the new logo.
   - InfoNext Updates:
     - InfoCon – designed to focus on implementing strategy and develop leadership skills
     - InfoNext – designed to set strategy; thought leadership hub – there is a leadership session that you can participate in, but you need to reach out to ARMA Int’l to ask for a seat at the table.
     - ARMA Int’l Canada – should consider attending this conference if you do a lot of business in Canada
   - Secretary – Rosanne Stoltz – no report
   - Treasurer – Natasha Krentz – covered above
   - Membership – John Neuman/Eleanor Chow –
     - Membership – 76 members
     - Terry Dunphy – HBFuller
     - Send new members to Niki Engler for recognition in the newsletter; also send to Colleen Westerlund for website
     - John Neuman reached out to members in Iowa
   - Opportunity for Iowa Chapter Members to join TCARMA
   - Corporate membership discounts- ARMA Int’l does this, is there a way to do this at the TC ARMA chapter level?
   - Programming – Bill Roach/Sandra Humenansky –
     - Spring Mania – May 14th – Demystifying AI: challenges and Solutions for Records and Information Managers – Dr Patricia Franks
     - Calling all Speakers Communication – communication sent to ARMA members, ARMA Int’l and on Linked In for 2024/25 program year.
     - Schedule meetings for June-July to finalize program schedule for 2024/25 program year.
     - Add Nonmember company discounts for spring and fall conference next year
Arrangements – Kyle Hjelmstad –
Communications - Niki Engler
  - Content for newsletter – Will be combining Apr/May newsletter and submitting after May meeting
    - Spring Conference Recap – Bill Roach
    - Presidents Communication – Mary Waytashek
    - Member News Apr/May – John Neuman
    - Job Postings – Niki Engler
    - ICRM/IGP News – Ben Greene
    - Sponsorships –
      - Iron Mountain (newsletter sponsor – monthly)
      - Contoural/Loffler – deferred to April
Technology – Colleen Westerlund –
  - Business Sponsor page updates (Zasio, Contoural and Loffler 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 –
  - 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? – In Progress
  - Gimmel – Mary Waytashek
Special Projects – Kristine Haugsland – No update

Future Business/Topics/Projects
  - Next Board Meeting – May 14, 2024
    1. Location: Teams
    2. Time: 1:30-2:30 p.m.

May Meeting Topics
  - Finalize Budgets
  - Chapter audit of books
  - Review of draft annual report
  - Donation to Wishes and More
  - If you have something you want on the agenda, please send it to Mary Waytashek.

Meeting Adjourned @ 2:32 p.m.
  - Motion: Ben Greene
ii. 2nd: Natasha Krentz
iii. Vote: Unanimously approved