Event Title: May 2024 Board Meeting Minutes  
Date: May 14, 2024  
Time: 1:30 p.m.-2:30 p.m.  
Location: Teams

Meeting Minutes:

1. Call to Order @ 1:31 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; Niki Engler  
   - Members absent: Susan McKinney  
   - Guests:

2. Minutes:  
   April 30, 2024, Minutes  
   i. Discussion: One update was made regarding the schedule for reviewing the budget.  
   ii. Vote to approve the April 30, 2024, Minutes:  
      1. Motion: John Neuman  
      2. 2nd: Kristine Haugsland  
      3. Vote: unanimously approved

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

4. Matters Pending/New Business  
   • 2024/2025 Draft Budgets – Natasha  
   • Review of draft annual report - Mary  
   • Wishes and More Chapter Charity – do we want to approve to give more?  
   Donate $300 to Wishes and More  
   i. Discussion: $153 was collected from October 2023 and April 2024 raffle sales. $13 was collected from the sale of library books. A total of $166 was collected during the program year. Natasha Krentz proposed we donate a total of $300. Bill Roach suggested we donate the $200 spent on gift cards for speakers, which were not accepted. It was agreed that
Bill Roach will keep the gift cards for next year and will be reimbursed for the purchase of the gift cards in this fiscal year.

ii. Vote to approve the $300 donation to Wishes and More:
   1. Motion: Natasha Krentz
   2. 2nd: Bill Roach
   3. Vote: unanimously approved

5. Board Reports
   o Board Chair – Susan McKinney – Absent
   o President – Mary Waytashek
     ▪ June transition meeting – Mary Waytashek has scheduled the next board / transition meeting at General Mills on June 11, 2024, from 11:30 a.m. – 3:00 p.m.
   o Secretary – Rosanne Stoltz – no report
   o Treasurer – Natasha Krentz –
     ▪ Natasha reviewed the chapter budget for 2024-25 and results from 2023-24.
     ▪ A new Operations section was created under Revenue and Expenses consolidating a few items from Secretary / Treasury / Technology
     ▪ Supplies appears in multiple budgets and the board reviewed line-by-line to determine what is still needed

Approval of 2024-25 Budget
   I. Discussion: The board discussed the proposed 2024-25 budget in detail, including the changes in structure and all open questions were resolved.
   II. Vote to approve the 2024-25 Budget
       1. Motion: Ben Greene
       2. 2nd: Kristine Haugsland
       3. Vote: unanimously approved

   o Membership – John Neuman/Eleanor Chow –
     ▪ Membership – 76 members
     ▪ Terry Dunphy – HBFuller
     ▪ Craig Steiner – State of MN
     ▪ Lynnett Yohn – Blue Cross MN
     ▪ Bill Roach – Xcel Energy
     ▪ Adam Gergen - Access

   o Programming – Bill Roach/Sandra Humenansky –
     ▪ Schedule meetings for June-July to finalize program schedule for 2024/25 program year –
     ▪ Mary Waytashek asked Bill Roach to schedule a programming meeting to plan for the 2024-25 program year prior to transition meeting in June.

   o Arrangements – Kyle Hjelmstad –
   o Communications - Niki Engler
Content for newsletter – Will be combining Apr/May newsletter and submitting after May meeting – Content should be submitted by Friday 5/17; newsletter will be sent Tuesday 5/23.

I. Spring Conference Recap – Bill Roach
II. Presidents Communication – Mary Waytashek
III. Member News Apr/May – John Neuman
IV. Job Postings – Niki Engler
V. ICRM/IGP News – Ben Greene
VI. Calling all Speakers Communication – communication sent to ARMA members, ARMA Int’l and on Linked In for 2024/25 program year; use arrangements email.

VII. Do you have a CRM / CIP / IGP Certification? Here is your reminder to get those continuing education credits submitted. You can find copies of all our 2023-2024 Seminar Descriptions here: https://twincitiesarma.org/our-program/program-archive/.

VIII. Sponsorships –
   ○ Iron Mountain (newsletter sponsor – monthly)
   ○ Loffler – deferred to April
   ○ Technology – Colleen Westerlund –
   ○ Education – Ben Greene –
     ▪ Also remember that you’ll need to submit your confirmation of attendance/registration from Eventbrite along with the Seminar Description.
   ○ Vendor Relations – Open
     ▪ Iron Mountain - Newsletter
     ▪ Zasio - Website
     ▪ Contoural – Website
     ▪ Loffler – Website
     ▪ Access? – In Progress
     ▪ Gimmel – Mary Waytashek
   ○ Special Projects – Kristine Haugsland – No update

6. Future Business/Topics/Projects
   i. Next Board / Transition Meeting – June 11, 2024
      1. Location: General Mills, 1 General Mills Blvd, Golden Valley, Minnesota 55426
      2. Time: 11:30 a.m. - 3:00 p.m.

7. June Meeting Topics
   ○ Transition/BOD Meeting – In person
   ○ Programming Meeting
   ○ Chapter audit of books
   ○ If you have something you want on the agenda, please send it to Mary Waytashek.
8. Meeting Adjourned @ 2:28 p.m.
   i. Motion: Ben Greene
   ii. 2nd: Colleen Westerlund
   iii. Vote: Unanimously approved