

Nebraska Chapter, ARMA, Inc.
BOARD MINUTES
January 17, 2007

Present:

Jerry Petersen, President
Ron York, Vice-President
Jacque Hornung, Secretary
Donna Haberstich, Immediate Past President
Cheri Adams, Library/Archivist
Mark Graves, Webmaster
John McGraw, Director of Programs
Scott Swanson, Membership Director
Anissa Rasmussen, Public Relations Director

Absent:

Bill Ptacek, Treasurer

Other Attendees:

None.

CALL TO ORDER:

The meeting was called to order by President Jerry Petersen. It was announced that there was a quorum with nine (9) Board Members present and one (1) absent.

MINUTES:

Donna Haberstich motioned to waive the reading of the December 13, 2006, Board Meeting Minutes and approve as submitted. Mark Graves seconded the motion. Nine (9) yeas; no nays. Motion carried.

TREASURER'S REPORT:

None at this time. Bill Ptacek will inform Jerry Petersen of his status of picking up work over the next couple of weeks.

SEMINAR UPDATE

Ron York reported that he is still working on contacting vendors.

A Seminar Committee meeting was held January 17, 2007, and tasks were assigned to Committee members.

WEBSITE

Mark Graves showed the Board "live" web pages for the updated Library page. The updated Library page will be live in mid-February.

A Chapter member's email address and the Chapter's password will be required in order to check out a book from the Library. Cheri Adams will have all of the books entered in the Library page by the end of January.

Mark Graves reported that he has re-arranged the website for easier navigation.

MEMBERSHIP REPORT AND INCENTIVES

Scott Swanson reported that our Chapter has eighty-five (85) members and three (3) new members since November. Scott Swanson reported on the 99 report update.

FEBRUARY MEETING

In regards to extra advertising for the February meeting, Jerry Petersen will send out a letter to the Chapter members. Mark Graves will forward the meeting information and letter of special invitation from the Chapter President via e-mail to the AIIM Chapter President.

Any AIIM members that attend would be considered potential recruits for our ARMA Chapter.

The Board discussed transportation, housing issues, and morning Ash Wednesday Mass attendance regarding the speaker. The hotel reservations have been made at the Marriott. Mark Graves will handle her transportation. John McGraw will take the speaker to morning Ash Wednesday Mass.

Jacque Hornung will bring a laptop and projector.

Jerry Petersen/Jacque Hornung reminded the Board that Mary Hunhoff and Debbie Vandegrift would be doing their fifteen (15) minute Records & Information Management (RIM) Month Activities presentation at 11:45 a.m. at the February meeting. Jacque Hornung will notify them of the time.

MARCH MEETING

John McGraw will be checking with the speaker regarding travel arrangements. Anissa Rasmussen will let Jerry Petersen know if she will not be attending the March meeting.

ADVERTISING PRICING

Anissa Rasmussen distributed the information about advertising pricing. The Board discussed advertising for the 2007 Spring Seminar and monthly meetings.

NEW BUSINESS

Jerry Petersen reported that the Kansas City ARMA Chapter President had forwarded to him an email regarding their Spring Seminar. The Board agreed that it is OK for this email to be forwarded to our Chapter members.

Jerry Petersen discussed ARMA Headquarters' request to review and update our Chapter's By-laws to meet the requirements of ARMA Headquarters by March 15, 2007.

Jacque Hornung distributed information regarding the Chapter's new By-laws. Jacque Hornung will make redlined changes and then forward the By-laws to the Board for review before the February Board Meeting so we can have them approved and forwarded to meet ARMA Headquarters' deadline of March 15, 2007.

Jerry Petersen adjourned the meeting.

ADJOURNMENT:
Meeting adjourned.

Jerry Petersen, President

Jacque Hornung, Secretary