

Nebraska Chapter, ARMA, Inc.
BOARD MINUTES
July 26, 2006

Present:

Jerry Petersen, President
Ron York, Vice-President
Jacque Hornung, Secretary
Donna Haberstich, Immediate Past President
Cathy Danahy, Webmaster
Mark Graves, Director of Programs
Scott Swanson, Membership Director
Anissa Rasmussen, Public Relations Director

Absent:

Bill Ptacek, Treasurer
Cheri Adams, Education Director

CALL TO ORDER:

It was announced that there was a quorum with eight (8) Board Members present and two (2) absent. The meeting was called to order by President Jerry Petersen. Opening remarks were made by Jerry Petersen including the voting structures for today's meeting and meeting etiquette.

MINUTES:

Cathy Danahy motioned to waive the reading of the June 28, 2006, Board Meeting Minutes and approve as submitted. Scott Swanson seconded the motion. Eight (8) yeahs; no nays. Motion carried.

LEADERSHIP CONFERENCE:

Ron York, Mark Graves, Scott Swanson, Cathy Danahy, and Jerry Petersen reported on what they learned from the Leadership Conference. Many ideas and techniques were discussed and reviewed.

PLANNING FOR THE 2006-2007 MEETING YEAR

The 2006 - 2007 Meeting Year calendar was finalized.

The following programs were chosen:

September Joslyn Museum Tour
 Mark Graves
 Joslyn Art Museum - Omaha

October "Changes, Trends & Best Practices in RM: What They Mean to RIM
 Professionals"/Boss' Day
 Julie Gable, File Net - Bill Ptacek
 Quarry Oaks

November "Case Study: Implementing E-mail Management Systems - from Planning to Lessons Learned"/IT Day
Daniel W. Jones, Honda - Jerry Petersen
Champions Club - Lincoln

December "Top 10 Records Deposition Do's & Don't's"/Charity Auction
David Williams, Ameritas/Tom Schulte - Jacque Hornung
Riverview Lodge at Mahoney

January "Content and Lifecycle of Electronic Records"
Whitney Berg, Stellent - Scott Swanson
Dave & Buster's - Omaha

February "Microsoft Office 2007 and Records Management" (Possibly could change depending on speaker)
Microsoft Representative - Cathy Danahy
DC Centre - Omaha

March "Instant Messaging & Regulatory Compliance"
Susan Cisco - Anissa Rasmussen
Main Lodge at Mahoney

April Seminar
Harrah's Casino - Council Bluffs

May "Case Study: Leveraging Compliance Programs for Records Management Training"
Mike Salvarezza, Altria - Cheri Adams
Ironwood Country Club - Omaha

June "Privacy and Records Management: How to Protect Your Organization and Yourself"/Awards
Susan McKinney - Donna Haberstich
Main Lodge at Mahoney

Back Up Meeting Plans:

Diane Walker

Stephen Gray

Tom Schulte

Walk Thru Website

Mark Graves Comedy Show

WEBSITE

Mark Graves and Cathy Danahy reported the following website reconstruction issues:

1. ARMANEBRASKA.com website and ARMANEBRASKA.org website issues. The ARMANEBRASKA.com website is up and running.

2. When we re-design website, another vendor will be hired.
3. We are using .com to get website all fixed up. Eventually, we will move the .org site to the .com site.
4. With IPowerWeb as our web host, we will have more manager pages.
5. It will take approximately one (1) month to get back to where the website was.

The Board discussed possible changes to the website.

Mark Graves reported on how the new host, IPowerWeb, works and the management sites. The cost is \$100.00 per year for IPowerWeb hosting the website. Jerry Petersen reported that an executive decision was made in July to contract with IPowerWeb.

Mark Graves will be the contact person for the new person who took over EXTI.

The Board discussed sending a message to the Chapter's members regarding the website changes. The Board decided to send such a message when the .org site is back up.

Mark Graves will submit a proposal for hours and costs to Board for Phase II of website programming design.

Jerry Petersen motioned for Mark Graves to proceed with developing the .com website and to be functional by August 26, 2006 with IPowerWeb. Scott Swanson seconded the motion. Eight (8) yeahs; no nays. Motion carried.

Jerry Petersen motioned for Mark Graves to work with the new person who took over EXTI to have the .org site up and then transfer the site to the .com site. Cathy Danahy seconded the motion. Eight (8) yeahs; no nays. Motion carried.

Ron York motioned to pay Mark Graves to get the .com website back to where the .org website was for Twenty Dollars (\$20.00) per hour for up to forty-two (42) hours on or before August 26, 2006. Anissa Rasmussen seconded the motion. Six (6) yeahs; one (1) nay; Mark Graves abstained. Motion carried.

APRIL 17, 2007 SEMINAR

Ron York reported on Harrah's contract and sales staff issues.

The Board discussed future locations for the spring seminar.

The Board discussed the date and location for the 2007 seminar and beyond. The date will be Tuesday, April 17, 2007, at Harrah's.

The Board discussed the title and agenda for seminar.

The Board discussed marketing the seminar to law firms and IT persons.

CLE AND CRM CREDITS

The Board discussed how to get CLE and CRM credits for monthly meetings and the spring seminar and who should coordinate. Scott Swanson will work with Cheri Adams on the CLE and CRM credits.

In order for this to be feasible, Board Members need the topic, narrative, and biography for the monthly meetings and seminar to Mark Graves, Cathy Danahy and Scott Swanson by Wednesday, August 9, 2006.

LIBRARY

The Board discussed the Chapter purchasing the "Keeping Good Company" DVD and Training workbook. The following are the options:

1. Purchase the whole package (DVD and workbook)
2. Purchase workbook only with a DVD donation
3. DVD donation and members purchase their own workbooks
4. Do not purchase anything

Donna Haberstich motioned to table this discussion due to the absence of Cheri Adams to the next Board Meeting. Mark Graves seconded the motion. Seven (7) yeahs; one (1) nay. Motion carried.

CHARITY

For 2006-2007, the charity will be Omaha based. The Board discussed the four (4) possible charities:

1. Omaha Street School
2. Hope Center for Kids
3. Make-A-Wish
4. Nebraska Humane Society

Ron York motioned to remove Omaha Street School from the charity choices due to the fact that they were a designated Chapter charity several years ago. Donna Haberstich seconded the motion. Six (6) yeahs; two (2) nays. Motion carried.

The Board chose Hope Center for Kids. Mark Graves is the contact with the Hope Center for Kids.

Jerry Petersen motioned to have Hope Center for Kids as the 2006-2007 charity. Cathy Danahy seconded the motion. Eight (8) yeahs; no nays. Motion carried.

Donna Haberstich departed the meeting.

RIM MONTH

Jacque Hornung reported that she is still checking with the LES Chapter members to see if they are willing to plan any activity(ies) for RIM Month.

MEETING FLYER FOR 2006-2007

Anissa Rasmussen distributed a proposed meeting flyer and the Board discussed possible changes for the brochure. As decided at the last Board Meeting, the slogan is "**The Source for Networking & Training**".

Scott Swanson will handle the printing (200 copies) and mailing of the flyer.

TREASURER'S REPORT:

On behalf of Bill Ptacek, Jerry Petersen distributed:

1. Seminar Budget Report from 2006
2. Treasurer's Report Fiscal Year 2006
3. Treasurer's Report for June 30, 2006
4. Budget Status Report Fiscal Year 2006

Ron York motioned to adopt the Seminar Budget Report from 2006 as submitted. Scott Swanson seconded the motion. Seven (7) yeahs; no nays. Motion carried.

Scott Swanson motioned to adopt the Treasurer's Report Fiscal Year 2006 as submitted. Anissa Rasmussen seconded the motion. Seven (7) yeahs; no nays. Motion carried.

Anissa Rasmussen motioned to adopt the Treasurer's Report for June 30, 2006 as submitted. Scott Swanson seconded the motion. Seven (7) yeahs; no nays. Motion carried.

Scott Swanson motioned to recommend to direct the Treasurer to purchase a nine (9) month \$15,000.00 Certificate of Deposit or comparable shorter term Certificate of Deposit. Anissa Rasmussen seconded the motion. Six (6) yeahs; one (1) nay. Motion carried.

The Board discussed various budget items. Jerry Petersen will submit the changes to Bill Ptacek to amend the Budget Status Report Fiscal Year 2006.

Mark Graves motioned to pay up to \$2,700.00 (including registration, transportation, hotel, and meals) for the Chapter President to attend the ARMA International Conference. President has the option to defer this money to the Vice President only. Anissa Rasmussen seconded the motion. Seven (7) yeahs; no nays. Motion carried.

Cathy Danahy motioned for a guideline of maximum host speaker costs of \$35.00 per person per meal. Five (5) yeahs; one (1) nay; one (1) abstain. Motion carried.

The Board discussed the seminar registration fees.

Ron York motioned to increase the 2007 Spring Seminar registration fees by \$10.00 across the board and leave the vendors' fees as is. Seven (7) yeahs; no nays. Motion carried.

The Board discussed the yearly audit. Jerry Petersen and Jacque Hornung will work on possible audit persons. The Board expressed its desire to have an outside accounting person to do the audit this year.

The Board discussed possible walk-in fees or late registration fees for the monthly meetings.

Jerry Petersen motioned that for the 2006-2007 year there will be a \$5.00 walk-in fee in addition to the normal meeting fee for monthly meetings without a reservation. Cathy Danahy seconded the motion. Seven (7) yeahs; no nays. Motion carried.

The Board discussed the idea of Chapter members being able to pay for a whole year of monthly meetings via Pay Pal. This was tabled for future meetings.

The Board discussed increasing Chapter dues from \$30.00 per year to \$35.00 per year in 2008. This was tabled for future meetings since a decision does not need to be made until Spring 2007.

Ron York motioned to adjourn the meeting. Anissa Rasmussen seconded the motion. Motion carried.

ADJOURNMENT:

Meeting adjourned.

Jerry Petersen, President

Jacque Hornung, Secretary