

**Nebraska Chapter, ARMA, Inc.**  
**Chapter Summer Planning (Session #2) Meeting Minutes**  
**July 29, 2008**

**Present:**

Ron York, President  
Mark Graves, Vice President  
Scott Swanson, Membership Director  
Cheri Adams, Library/Archivist (arrived at 9:00 AM)  
Mary Ott, Program Director  
Cathy Danahy, Secretary  
Jerry Petersen, Immediate Past President  
Jacque Hornung, Treasurer  
Bill Lang, Webmaster  
Laura Fahey, Public Relations Director

**The meeting was called to order by President Ron York at 8:30 AM.**

Ron York announced Laura Fahey will be leaving the Board after today. Laura has received a promotion at her place of employment and her new duties will not involve records management directly. The Board congratulated Laura, thanked her for her wonderful service to ARMA Nebraska and wished her well in her new career.

**Approval of June 24, 2008 Board Minutes**

The minutes were approved by unanimous approval.

**June Treasurer's Report and Final 2007 – 2008 Budget Status Report**

The seminar profit was reported as adjusted to \$10,000.

**Review Chapter Region Report & Lessons Learned from Leadership Conference**

Ron York discussed the PowerPoint ARMA Nebraska Chapter presentation he gave at the Region Leadership Conference in July, 2008 in St. Louis, MO. Both Ron York and Vice President Mark Graves attended the Conference and reported a number of ideas for consideration:

- Invite and encourage chapter members to attend Board meetings utilizing a specific set up (horseshoe seating).
- Use Turning Point (private company) for 'real time' voting to gather information from chapter members. Possibility for use at the annual seminar.
- Vendor Spotlight. Offer a RIM success story rather than a 'sales pitch'.
- Trade booths with AIIM at AIIM and ARMA meetings.
- Speaker's dinner each month where anyone may come. Each member pays own meal.
- CRM Scholarship Program.
- Scholarship program to local colleges.
- Big Sky Chapter increased non-member prices to increase membership.
- St. Louis hosted a mock trial in a real courtroom.
- Backup plans for chapter meetings – use pre-recorded ARMA Webinars & ARMA Intl (KC, MO) has speakers.

- Mark Graves suggested the ARMA Nebraska Chapter vie for Chapter of the Year in 2010-2011 in honor of its 50<sup>th</sup> Anniversary.

ARMA Intl. is encouraging members to enroll in the on-line Training Academy.

Ron York announced the Nebraska ARMA Chapter won the “Hall of Fame” award at the July 2008 Region Leadership Conference.

### **Seminar Update & Proposed Budget**

Cheryl Smith (Netsmith, Inc Consultant) and Carol Brock (GAO – Washington, D.C.) will be the speakers for the spring seminar. Session #1 will be analysis of the Big Bucket Theory and Session #2 will be the Implementation & Integrations for the Big Bucket theory.

In the afternoon, Jesse Wilkins will be the speaker – yet to be confirmed. All three speakers will present for expenses only.

Location & Contract: Holiday Inn (72<sup>nd</sup> & Grover) in Omaha will be the location. The contract will be available soon.

The Seminar budget will be basically the same as last year. The speaker expenses have been budgeted at \$2,500.

Registration fees: \$135 members and \$165 non-members – early bird fees. The non-member fee will be increased by \$10 to \$165.

### **Finalize 2008 – 2009 Program Year**

The Program year was finalized. It will be available for distribution very soon. Bosses Day will be changed to February, 2008.

### **On-line Meeting Registrations**

It was decided to use PayPal for on-line meeting registrations at the cost of \$.74 per transaction – the lowest fee available.

### **ARMA Charity Selection**

Laura Fahey researched and reported on 3 charities: The Omaha Hearing School, Youth Emergency Services and the ARC of Omaha. After discussion, by unanimous vote, the Omaha Hearing School was selected as this years’ charity. Mary Ott will take over the contact with the charity.

### **2008 – 2009 Chapter Budget**

The cash reserve will be decreased from \$15,000 to \$10,000 to ensure cash flow. \$10,000 will be placed in a 12 month CD at Cornhusker Bank.

Registration fees at monthly meetings were discussed. It was decided to raise the non-member fee from \$20 to \$25 beginning September, 2008.

The registration fee for the Randy Kahn All Day Meeting as the September Program Year kick-off will be \$50.00 Members/\$100.00 Non-Members.

Chapter Pins will be purchased. Scott Swanson is in charge of purchasing the pins.

The NSAE Membership will be dropped.

After discussion, the recommended budget (\$10,570) was reduced and approved at (\$7,665) for the program year.

### **Program Year Brochure**

Laura Fahey presented a draft of the program brochure. After it is finalized, Laura will send to Ron York. Printing and mailing will be provided by Ameritas.

Jerry Petersen volunteered to notify members of the first meeting.

### **CRM and CLE Credit for All Events**

Scott Swanson volunteered to research and apply for these credits.

### **ARMA Quiz for Monthly Meetings**

Board members are requested to send Jacque Hornung a list of questions and answers for a monthly 'quiz' for members at each meeting. Five questions will be presented each month. The questions should be anything ARMA related.

### **Board Job Descriptions**

Please put you Board job description on the ARMA Chapter Wiki. Include what you do and a timeline for those functions (i.e. Annual, monthly, weekly, etc.). Bill Lang will send invitations to the Wiki to the Board members.

### **Ron York adjourned the meeting at 2:45 P.M.**

Ron York, President \_\_\_\_\_

Cathy Danahy, Secretary \_\_\_\_\_