

Nebraska Chapter, ARMA, Inc.
BOARD PLANNING SESSION #2
August 9, 2005

Present:

Jerry Petersen, President
Cynthia Hume, Vice-President
Bill Ptacek, Treasurer
Jacque Hornung, Secretary
Donna Haberstich, Immediate Past President
Cheri Adams, Library/Archivist
Cathy Danahy, Webmaster
Ron York, Director of Programs
Scott Swanson, Membership Director
Anissa Rasmussen, Public Relations Director

Absent:

None

CALL TO ORDER:

Jerry Petersen called meeting to order.

Opening remarks were made by Jerry Petersen reminding Board Members that the meeting is being recorded. During the last meeting there was a lot of talking over other members. If we are not courteous, we will change and enforce a stricter Roberts Rules to conduct meetings and ask members to raise their hand to be recognized.

MINUTES:

Cathy Danahy motioned for approval of the June 30, 2005, Board Meeting Minutes with no changes. Donna Haberstich seconded the motion. Motion carried.

OTHER BUSINESS:

Regional Leadership Conference

Jerry Petersen distributed information regarding the Regional Leadership Conference, strategic issues, and prospective speaker information. In regards to general information ideas and lessons learned, Jerry Petersen discussed recruiting ideas, funding issues, website upgrades, vendor members, and vendor participation.

ARMA International Concerns

Board Members who are attending the Chicago conference are to collect prospective 2006-2007 speaker information and forward the information to Jerry Petersen and Jacque Hornung. Cheri Adams is compiling a list of all of our Chapter members attending the Chicago conference. Cheri Adams will serve as coordinator for our members. Anissa Rasmussen will send out an e-mail to members about attending the Chicago conference. There will be a reminder announcement at the September meeting and possibly a follow-up reminder e-mail at some point.

Planning for the 2005–2006 Meeting Year

The Board reviewed, discussed, and finalized the Monthly Planning Calendar for 2005-2006.

There was a discussion of what type of gift to give speakers who were not charging a fee. After this discussion, **Donna Haberstich motioned to give a \$35.00 gift certificate to non-charging, non-honorarium speakers. This includes speakers who do not charge an honorarium even if they charge expenses. Cathy Danahy seconded the motion. Nay: Ron York. Motion carried.**

Cathy Danahy motioned to give a \$25.00 gift certificate to Tom Schulte for speaking. Donna Haberstich seconded the motion. Nays were Ron York, Anissa Rasmussen and Bill Ptacek. Abstained: Scott Swanson. Motion carried.

Discussion was had regarding having one of the monthly meetings be designated as IT Day. The costs and logistics of an IT Day were also discussed. IT person from a member's company would be free - same as Boss's Day. The idea is to get IT personnel more in tune to our records management efforts.

Jerry Petersen motioned that the November 2005 monthly meeting be designated as IT day. Anissa Rasmussen seconded the motion. Motion carried.

Yearly Brochure

Anissa Rasmussen distributed the 2005-2006 Yearly Brochure. Discussion was had about minor revisions to the brochure.

Scott Swanson is doing the printing and mailing of the brochure to the members. They will be mailed out on August 26, 2005. Scott Swanson will print 300 brochures.

NSAE Renewal Dues

Jerry Petersen requested the Board approve renewal of the NSAE dues of \$50.00 per year. Jerry Petersen has been asked to be a potential speaker to the NSAE regarding records management again.

Jerry Petersen led the discussion about the potential recruiting of new members the NSAE membership presents. Following the discussion, **Jerry Petersen motioned that the Chapter pay the Chapter's \$50.00 membership fee to NSAE. Cathy Danahy seconded the motion. Motion carried.**

Regional Leadership Conference - Budget

Scott Swanson distributed the Chapter Budget for 2006 MRM Leadership Conference for July 13, 14, and 15, 2006 in Omaha. Discussion was had regarding the hospitality suite for Thursday, July 13, 2005 at the Embassy Suites Hotel, chapter involvement in the Friday and Thursday night activities, outside vendor support for activities, who can attend from the Chapter, and a Committee to work on this conference.

Jerry Petersen requested the Leadership Conference Committee would need to set target dates for milestone completions and have this plan to the Board for review by the September meeting. Scott Swanson chairs the Committee and current members of the Committee are Donna Haberstich, Cheri Adams, and Cathy Danahy. The Committee is to keep Jerry Petersen informed of all activity, including communications with regional officers.

There was discussion regarding the budget for the Leadership Conference. Scott Swanson requested that a Leadership Conference budget of \$1000.00 be set aside. This budget is to be used only if necessary. The Chapter will control its own money and all attempts to hold the costs down will be done. Discussion was had on methods to gain financial support outside of the Chapter budget and ways to hold the costs down.

Jerry Petersen motioned that \$1000.00 be committed to support our obligation to the 2006 Leadership Conference. Bill Ptacek seconded the motion. Motion carried.

2005-2006 Membership Incentives Program and Budget

Scott Swanson informed the Board that he has obtained CRM credits for the Spring Seminar of 5.5 hours. He will continue to work on credits for meetings.

In order to be eligible for the Free Awards Meeting in June 2006, a member will need to attend five (5) monthly meetings and the Spring Seminar.

Our chapter did not receive a membership recruiting award. We were just one (1) member away from an award.

The Iron Mountain monthly drawing will continue as in previous years.

The drawing for the free hotel room at Harrahs' the night before, or the night of, the Spring Seminar will be at the March 2006 meeting. The contest will be same as before - "perfect attendance" requirement.

Discussion was had about vendor sponsorship of new members and other incentives. In regards to vendor sponsorship, it was discussed about a vendor sponsoring a meeting and the money paid by the sponsor goes to pay for a new membership to a "needy" person. We would recognize the vendor as the sponsor of the membership. The new member would be responsible for the monthly fees and would be committed to attending the monthly meetings.

Discussion was had about how much of an effect the free Harrah's hotel room prize was to attendance at the monthly meetings.

Jerry Petersen has challenged each Board Member to recruit one (1) new member during the next year.

Donna Haberstich motioned that \$50.00 cash be awarded to a member by a drawing from the completed monthly comment cards at the June 2006 meeting. Cathy Danahy seconded the motion. Nays were Jerry Petersen, Scott Swanson, Ron York, and Bill Ptacek. Motion carried.

Chapter Charity for the Year

Jacque Hornung and Anissa Rasmussen distributed materials regarding three (3) possible charities: Capital City Humane Society, The Friendship Home, and Charlie Brown's Kids. Discussion was had about each charity.

Donna Haberstich motioned that Charlie Brown's Kids be the 2005 -2006 chapter charity. Ron York seconded the motion. Motion carried.

Jacque Hornung and Jerry Petersen will follow up with Charlie Brown's Kids to find out their needs and how we can address their needs at our monthly meetings.

RIM Month (April)

Discussion was had about RIM Month in April 2006 and doing publicity for it. The Board is going to ask for volunteers at the September meeting to work on this project. If there are enough volunteers, a committee will be formed consisting of these volunteers to work on the project. If there are not enough volunteers, the Board decided that the Chapter was not going to do any special activity for it.

Deferral of Chapter Member of the Year Award for International Conference

Jerry Petersen discussed the history of this award and noted that whatever the Board decides will stay in place for future winners. This would not be a one time special arrangement. The prior intent of the Board was one (1) of two (2) tracts:

1. The next International Conference paid for by the Chapter; or
2. Free monthly meetings and seminar for the next Chapter year.

Jerry Petersen stated that he will offer two (2) motions on this issue. Because of the sensitivity of this issue, a majority of six (6) votes or more will need to be cast for each motion to pass.

Jerry Petersen motioned that the Chapter member of the Year Award stay as is. Bill Ptacek seconded the motion. There were five (5) yeas and five (5) nays. Motion was not carried due to a lack of a majority of six (6) votes that were needed to carry the motion.

Jerry Petersen motioned that the Board is hereby allowing deferral of the Chapter Member of the Year attendance to International for one (1) year as long as the registration is done prior to June 30 of the fiscal budget year of the Board. If they do not do so, they forfeit the opportunity to have the Chapter pay for International. Bill Ptacek seconded the motion. Yeas: Bill Ptacek, Anissa Rasmussen, Jerry Petersen, Jacque Hornung, Cheri Adams, Cathy Danahy, Donna Haberstich, Ron York and Cynthia Hume. Nays: None. Abstained: Scott Swanson. Motion carried.

Library

Cheri Adams distributed a Library Listing by topic that will be posted on the web and provided to members at the September meeting.

Chapter Web Site Changes and Budget needed to accomplish

Cathy Danahy discussed plans for the future of the website, including making it cleaner, no "float menus", use categories such as "How do I?", making it easier for visitors to find information. Cathy Danahy is working with EXTI (Extreme Technology) to create a new homepage. Cathy Danahy has been having difficulty in communicating with EXTI. Cathy Danahy, Ron York, and Jerry Petersen will meet with EXTI in person to discuss the future of the website. Cathy Danahy discussed the need for \$800.00 in the budget for development of a new home page.

Cathy Danahy motioned that \$800.00 be budgeted for website upgrades in addition to the monthly \$25.00 maintenance fees. Scott Swanson seconded the motion. Motion carried.

Seminar Update

Jerry Petersen announced that due to Vice President Cynthia Hume's illness and the need for her to miss a few meetings that Donna Haberstich and he would take on coordinating the brochure and vendors. Jerry Petersen will have sign up sheets at the next couple of meetings to recruit additional help for the seminar preparation. Jerry Petersen also mentioned that the whole Board needs to be prepared to step up and help fill in for Cynthia Hume.

Discussion was had about the Exhibitors Contract and vendor letters. The prices for vendors were updated as follows:

1 person/1 table	\$350
2 persons/1 table	\$475
3 persons/1 table	\$600

Final changes were made to both.

Cynthia Hume distributed a final draft of the brochure. Discussion was had about minor revisions to the brochure.

Budget Report

Bill Ptacek distributed the Treasurer's Report for the month ending June 30, 2005, the Treasurer's Report for Fiscal Year Ending June 30, 2005 (for information purposes only), the 990 Form that was submitted to ARMA, and the ARMA Nebraska Chapter Budget Proposal for 2005-2006.

Donna Haberstich motioned for approval of the Treasurer's Report for the month ending June 30, 2005 with no corrections. Scott Swanson seconded the motion. Motion carried.

The Board discussed the reports, including the increase in the cash reserve. Last year the Board established \$10,000.00 cash reserve. Bill Ptacek proposed an additional \$5,000.00 be place in the cash reserve. This would build up the cash reserve to get to the point to have one (1) year's costs covered by the reserve in case of a natural disaster or other event that would prevent us from having monthly meetings and/or the seminar. The cash reserve keeps this money separate from the checking account, but is still accessible if necessary.

Scott Swanson motioned to place an additional \$5,000.00 in the cash reserve. Ron York seconded the motion. Nay: Cynthia Hume. Motion carried.

The Board discussed the educational funding. There was some confusion about the funds to be donated to the Education Foundation. The Chapter is to spend \$500.00 on raffle tickets only and no other money will be given to the Foundation.

Jerry Petersen motioned that the \$500.00 spent on the raffle tickets is the only donation and no other donation will be made to the Education Foundation. Cathy Danahy seconded the motion. Motion carried.

Scott Swanson motioned for approval of the ARMA Nebraska Chapter 2005-2006 budget. Ron York seconded the motion. Motion carried.

Bill Ptacek gave an update as to the audit of the Treasurer's accounts. Jerry Petersen requested that the audit report be ready by the September Board Meeting. Ron York noted that the By-Laws state that this audit is to be reported "to the Board at the regular September meeting." Bill Ptacek agreed with this deadline.

Closing Remarks

Jerry Petersen thanked the Board for all their hard work in getting ready for the coming year. Jerry Petersen also reminded everyone about insuring we make a strong effort to respond to e-mails, phone calls, and requests from each other and/or chapter members.

ADJOURNMENT:

Cathy Danahy motioned to adjourn the meeting. Scott Swanson seconded the motion. Motion carried.

Meeting adjourned.

Jerry Petersen, President

Jacque Hornung, Secretary