

Nebraska Chapter, ARMA, Inc.
BOARD MINUTES
October 19, 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:

Meeting called to order by Jerry Petersen.

MINUTES:

Donna Haberstich motioned for approval of the September 14, 2005, Board Meeting Minutes with no changes. Cathy seconded the motion. Motion carried.

TREASURER'S REPORT:

Bill Ptacek distributed and discussed the Treasurer's Report, Audit Report Results, and Spring Seminar Budget Report.

Discussion was had as to the use of the cash basis accounting (looks like bank statement) method versus the accrual accounting (looks like checkbook) method. ARMA International requires filing of reports using the cash basis accounting method.

Ron York motioned to adopt Audit Report submitted by Ron Riethmueller and Su Davis with no corrections. Scott Swanson seconded the motion. Motion carried.

Cathy Danahy motioned for approval of the Treasurer's Report with no corrections. Cheri Adams seconded the motion. Motion carried.

By consensus, the Board approved Jerry Petersen and Bill Ptacek as signers on the ARMA checking accounts.

Discussion was had regarding renewal of the reserve Certificate of Deposit. Bill Ptacek will look into some options and report back to the Board.

Scott Swanson motioned for approval to destroy financial records that are due for destruction. Cheri Adams seconded the motion. Motion carried.

Bill Ptacek brought it to the Board's attention that there are two (2) unpaid invoices (one from 2003 and one from 2005).

Bill Ptacek motioned for approval to write off two (2) unpaid invoices (#43564, 06-26-2003, Mark Piner, \$15.00; #43650, 05-28-2005, Blaine Carlin, \$15.00) as uncollectable. Scott Swanson seconded the motion. Motion carried.

Seminar Update

Cynthia Hume reported that committee meetings are being scheduled and vendors are being contacted and signed on.

Website Update

Cathy Danahy reported on the current web site updates and how the new "makeover" will make the website look and be easier to navigate. A survey will be sent out to the members about the website. A copy of the survey was distributed to the Board. The answers from the survey will help Cathy Danahy in designing the new website.

Leadership Conference Report

Scott Swanson reported that it is officially going to be a two and one-half (2 1/2) day meeting. Reservations at the hotel have been made. Discussion was had about the schedule for the conference and the hospitality room.

Charity of the Year

The Secretary of State's office has donated seven (7) boxes of construction paper. Ameritas has donated a file cabinet along with some paper. Two (2) boxes of donated items were collected at the October 19, 2005 meeting.

Membership Report & Incentives

Scott Swanson reported that there were no new members. Scott Swanson also noted that ARMA International is not updating their reports for our use.

Discussion was had about how to award the Education Foundation Raffle Registration for San Antonio Award to one of our members.

Donna Haberstich motioned for the Awards Committee award the Education Foundation Raffle Registration for San Antonio Award to be awarded to a deserving ARMA Nebraska member at the June 2006 meeting. Cynthia Hume seconded the motion. Motion carried.

Jacque Hornung will send an e-mail to the members informing them about how the Education Foundation Raffle Registration for San Antonio Award will be awarded.

Review International Conference Education Sessions

Jerry Petersen asked if any of the Board members who went to Chicago had any speaker information for him to add to the matrix for the next planning session. Cathy Danahy and Bill Ptacek said they had some information and would forward it to Jerry Petersen.

November Meeting Planning Review

Jerry Petersen reminded the Board that next month's meeting is "Bring an IT Person" Day. Speaker and hotel issues have been taken care of.

New Business

Scott Swanson brought up the idea of new chapter pins. This matter was tabled until the next meeting.

Donna Haberstich motioned to adjourn the meeting. Cheri Adams seconded the motion. Motion carried.

ADJOURNMENT:

Meeting adjourned.

Jerry Petersen, President

Jacque Hornung, Secretary