

**Nebraska Chapter, ARMA, Inc.
Chapter Board Meeting Minutes
November 15, 2007**

Present:

Ron York, President
Mark Graves, Vice President & Interim Webmaster
Scott Swanson, Membership Director
Jerry Petersen, Immediate Past President
Jacque Hornung, Treasurer
John McGraw, Program Director
Laura Fahey, Public Relations Director
Cheri Adams, Library/Archivist
Mary Ott, Guest

Absent:

Cathy Danahy, Secretary

CALL TO ORDER:

The meeting was called to order by President Ron York.

APPROVAL OCTOBER 17, 2007 MINUTES:

The minutes were approved unanimously.

Jacque Hornung presented the October Treasurer's Report and Chapter Budget Status Report. There was a general discussion on chapter meetings and the income vs. expenses.

Cheri Adams did not have any updates to report for the Library.

Scott Swanson gave a Membership report. There are currently 91 chapter members. A short discussion was held on some possible changes in the numbers.

Mark Graves gave a Spring Seminar update. The committee met for the first time today. Vendors will be contacted soon about the seminar and the brochure is already available out on the Chapter website. There was a discussion about the ARMA International display for the seminar. Scott Swanson will order the display and Jacque Hornung will take care of returning it after the seminar.

Laura Fahey gave a Public Relations update. She explained that due to cost and staffing, we could not be hosting a booth at the NACO annual conference in Lincoln. Ron York mentioned that the chapter could look at it again next year.

Programs: John McGraw will contact Mahoney Park to make sure there is a table available for the Starbucks coffee taste testing. Jerry Petersen requested that John check

with the Lodge to ensure there would not be a problem with the Starbucks testing due to their policy of not permitting groups to bring in food. Ron York was going to follow up with Tom Schulte about the auction. Scott Swanson will take care of making an honorary membership certificate for Tom and Jacque Hornung will take care of the gift card. Jackie was also going to contact Cathy Danahy to check if the speaker required a laptop for the meeting. Ron York reminded all Board Members that they needed to have “white elephant” gifts for the auction.

Unfinished Business:

Ron York reported that no one in the chapter contacted him about the Webmaster position. He expressed concern about Mark handling both the interim and the vice president position with the spring seminar coming up. Laura Fahey will send out another e-mail on the webmaster position. A brief discussion was held on possible options.

Mark Graves updated the group on the status of the on-line registration and credit card payments. John McGraw tested the on-line registration this month for the meeting and reported it worked well. There was some general discussion on changes and possible enhancements before rolling it out to chapter members for their use. Mark will have both the on-line registration and credit card functions ready for the January meeting. Mark also brought us the idea of making a “voucher” system available for ARMA meetings, after some discussions, the idea was tabled until Mark presented it as a proposal. Finally, Mark reminded the Board the chapter budget reflects the fees the chapter will absorb for credit card registrations”.

NEW BUSINESS:

Ron York informed the Board that he had filled out a speaker grant for the Spring Seminar to ARMA International. He informed the group that he learned of the grant guidelines changes at the Baltimore ARMA International Conference. The grant request was for \$500.00 on speaker expenses.

Ron York asked someone on the Board to volunteer to help Jackie by handling the monthly nametags for chapter meetings. No one volunteered, so Ron will e-mail Cathy Danahy about an earlier discussion they had on this issue. He also mentioned a chapter member contacted him about the minutes not getting posted to the website. Ron will follow up with Cathy on this too.

Ron York adjourned the meeting at 2:30 PM.

Ron York, President

Cathy Danahy, Secretary