

**Nebraska Chapter, ARMA, Inc.**  
**Chapter Meeting Minutes**  
**November 19, 2008**

**Present:**

Ron York, President  
Mark Graves, Vice President  
Scott Swanson, Membership Director  
Cheri Adams, Library/Archivist  
Mary Ott, Program Director  
Cathy Danahy, Secretary  
Jacque Hornung, Treasurer  
Bill Lang, Webmaster  
Rachelle Mathes, Public Relations Director

**Absent:**

Jerry Petersen, Immediate Past President

**The meeting was called to order by President Ron York.**

**Approval of October 15, 2008 Board Minutes**

The minutes were approved by unanimous approval.

**October Treasurer's Report and Chapter Budget Status Report**

Jacque Hornung distributed the Treasurer's reports.

**Audit Committee Report**

Ron York and Jacque Hornung reported the chapter audit was completed by Paul Barnett of Ameritas and a letter indicating completion stating 'no exceptions or findings noted' was submitted to the Chapter Board.

**Library /Archives**

Cheri said there are 42 inactive books in the library and will bring the list to the December meeting. A free will donation of \$1.00 – 5.00 will be suggested with the proceeds going to the charity.

**Membership**

Scott Swanson reported the Chapter currently has 101 members.

**Seminar Update**

Mark Graves reported the brochure is near completion and a change was made. Jesse Wilkins will now present in the morning to accommodate his schedule.

**Public Relations**

Rachelle Mathes reported two email notices will be sent instead of three. A third notice will be sent only if the attendance numbers are low.

## **Programs**

Arlyce Vogel is the December speaker. Cheri Adams is the hostess and Mark Graves will take care of transportation for Ms. Vogel. Ron York reported he spoke with Tom Schulte and he will be the auctioneer for the meeting. Mary Ott is the hostess for the January speaker, Sandra Hostetler, which is to be held at the Thompson Alumni Center. Mary will take care of Ms. Hostetler's transportation.

## **Unfinished Business**

- The Randy Kahn Seminar final results were reported. The Chapter made a profit of \$1,100.00.
- Bill Lang reported the Board Job Descriptions on the Wiki page he created are still being updated.
- Jacque asked that questions be sent to her for the ARMA Quiz for the December meeting.

## **New Business**

Ron York will send an email to the membership regarding the contact information for Bill Ptacek. Rachelle Mathes will bring a 'giant' Christmas card to the December meeting for everyone to sign for Bill.

No other new business presented, President York adjourned the meeting.

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

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