

**Nebraska Chapter, ARMA, Inc.
Chapter Meeting Minutes
Anthony's Restaurant, Omaha, Nebraska
January 20, 2010**

Present:

Mark Graves, President
Scott Swanson, Vice President
Ron York, Immediate Past President
Jacque Hornung, Treasurer
Cathy Danahy, Secretary
Mary Ott, Membership Director
Cori Brock, Program Director
Ane McBride, Library/Archivist
Bill Lang, Webmaster
Rachelle Mathes, Public Relations Director

The meeting was called to order by Mark Graves.

Approval of the December 16, 2009 Board Minutes

Mark Graves asked for approval of the minutes. Hearing no descent, the minutes were approved and entered into the record.

December, 2009 Treasurer's Reports & Chapter Budget Status Report

Jacque Hornung gave the Treasurer Reports and Chapter Budget Status Report.

Library

Anne McBride reported ARMA International recently sent a list of Bookstore articles for sale. She will review and determine if any should be recommended for purchase by the Chapter.

Membership

Mary Ott reported there are currently 96 members. She reported no new members and 4 non-renewing members: Sandra Bentz – First Data; Diane Jenkins – Securities America; Jaime Katchman – PRAJ Schneider, Inc. and Joseph O'Malley – On-Line Imaging Services and 1 renewal (Kim Perkins – No. Natural Gas). She also reported 12 prospective members she will contact.

Spring Seminar Update

Scott Swanson reported everything is confirmed and on schedule. He asked Bill Lang to update the Chapter website; remove the Charlie Brown's Kids information and place the Seminar registration and brochure up front. The first mailing will go out February 1, 2010.

Public Relations

Rachelle Mathes offered to use the PR budget to have a raffle at the Seminar for an ARMA membership to a non-member. This will be tabled until the March 17, 2010 meeting for further discussion.

Programs:

- **February Meeting**

Cori Brock will be the Host. The venue is the Scott Conference Center. The speaker is Robert Milburn and will charge hotel expense only. He will receive a gift card. It will be Ash Wednesday, so a non-meat menu selection will be provided.

- **March Meeting**

Cathy Danahy is the Host. The meeting is at Champion's in Lincoln. The speaker is Rick Shaw. He is from Lincoln so will need no transportation or hotel expense reimbursement and he is not charging a fee. He will receive a gift card.

Unfinished Business: Website of the Year follow-up. Bill Lang is making updates based on comments from the ARMA judges. Bill will also update the CRM portion of the website since Joanna Blackburn is no longer a member.

New Business: A bad weather/reservation cancellation policy was discussed. It was decided that next year when reserving venues to have meetings that a bad weather cancellation policy be discussed and/or negotiated.

Mid-year assessment: How are we doing? How can we improve? Mark Graves opened a discussion on ideas to improve. Ideas generated and assignments made:

- Sell ARMA Chapter Polo shirts.
- Concentrate on cross—promotions for meetings. Ron York will contact the ALA, Mary Ott will contact the UNL Law Department, Jacque Hornung will contact paralegals and the College of St. Mary, and Rachelle will contact the Creighton Law Department to market student attendance at \$15 per meeting.
- Use of Survey Monkey
- Mary Ott will generate a list of members who have not attended meetings recently and have Board members make calls.
- Motivate attendees to bring guests
- Continue to make sure there is a Board member at every table.

Adjournment

Mark Graves adjourned the meeting.

Mark Graves, President _____

Cathy Danahy, Secretary _____