

**Nebraska Chapter, ARMA, Inc.**  
**Chapter Meeting Minutes**  
**January 21, 2009**

**Present:**

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

**Absent:**

Jerry Petersen, Immediate Past President  
Cathy Danahy, Secretary

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

**Approval of December 17, 2008 Board Minutes**

The minutes were approved by unanimous approval.

**December Treasurer's Report and Chapter Budget Status Reports**

Jacque Hornung distributed the Treasurer's reports.

**Library**

Cheri Adams reported she has ordered three new books for the Library. She will introduce them at the February Meeting.

**Membership**

Scott Swanson discussed the List of Recruitment . If someone is missing from the list, let Scott know. Scott distributed the Monthly Membership Report. Our current chapter membership is 96; new members 3; non-renewing members 4.

**Seminar Update**

Mark Graves reported that he met with Holiday Inn and discussed the seminar layout. The brochure mailing date will be February 2. Mark will give Cathy Danahy 200 brochures to distribute to the State Agencies. Three exhibitors have signed up. Mark will mail a second exhibitor letter by Friday. He is pushing for door prizes and gift bag

items. He has created an on-line spreadsheet on seminar assignments. Rachelle Mathes will send out the sponsor letter next month.

### **Public Relations**

Rachelle Mathes will call the Midlands Business Journal to see why our ARMA Meeting ad is not being printed in their journal.

### **Programs**

Scott Swanson reported Marie Allen will be the February 18 speaker for Bosses Appreciation Day to be held at the Ironwood Country Club. Scott will pick her up from the airport and get her to the meeting. Handouts have been printed and Scott is working on audio issues. The speaker asked about a TV separate from the projector and a boom box for her presentation.

Bill Lang reported that for the March 18 meeting at Lincoln Electric System that Debbie Vandegrift is coordinating the meal with Beacon Hills . The presentation is followed by an optional tour of the Salt Valley Generating Station. The tour will be limited to 50 people. Mary Ott will inquire with meeting attendees when they register to see if they will be taking the tour and make them aware of the meeting requirements (i.e. no dresses and open toed shoes).

### **Unfinished Business**

- Board job descriptions were encouraged to be updated on the wiki page.
- Jacque Hornung requested that ARMA Quiz questions be sent to her. She has enough questions for the February meeting but will still accept more. The questions should be related to our website or My ARMA.

### **New Business**

- Several Board members attended Bill Ptacek's memorial service and the reception at his home. The Board sent flowers to his family.
- Bill Lang has corrected the virus incident on our website.

### **Adjournment**

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

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