

Nebraska Chapter, ARMA, Inc.
BOARD MINUTES
February 15, 2006

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:

Cathy Danahy motioned to waive the reading of the January 18, 2006, Board Meeting Minutes and approve. Donna Haberstich seconded the motion. Motion carried.

TREASURER'S REPORT:

Bill Ptacek distributed the Treasurer's Report. The Board had discussion regarding the Treasurer's Report.

In regards to the Spring Seminar budget, Bill Ptacek noted that he has been receiving checks from vendors and the approximate projected profit is \$8,600.00 plus.

Ron York motioned for approval of the Treasurer's Report with no corrections. Anissa Rasmussen seconded the motion. Motion carried.

There was discussion about the speaker's fee donation from the September 2005 monthly program.

CYNTHIA HUME'S RESIGNATION

Cynthia Hume's Letter of Resignation was presented to the Board.

Bill Ptacek motioned for the acceptance of Cynthia Hume's resignation. Cheri Adams seconded the motion. Cathy Danahy abstained. Scott Swanson opposed. Motion carried.

Ron York was nominated to fill and complete the term of Vice President.

Bill Ptacek motioned that the appointment be approved by unanimous acclimation. Cheri Adams seconded the motion. Motion carried with no opposition.

Ron York accepted the Vice President's position vacated by Cynthia Hume. Cynthia Hume and Ron York will work out the transition.

SEMINAR UPDATE

Cynthia Hume gave a vendor update to the Board. There are fifteen (15) confirmed exhibitors.

Cynthia Hume discussed door prizes and gift bags.

The Board discussed the audio/visual issue for the Spring Seminar. The Board decided to stay with the audio/visual services provided by Harrah's instead of using Bill Ptacek's projector because if there are any problems, they are handled by Harrah's.

The Board discussed seminar responsibilities and checklists. Anissa reported on seminar e-mails.

The next Committee Meeting is scheduled for 10:15 a.m. on March 22, 2006.

WEBSITE UPDATE

Cathy Danahy reported on the progress of the website.

The Board discussed the fact that the new ARMA logo is not on all locations on the website. The January and February monthly presentations will be put on the website.

LEADERSHIP CONFERENCE REPORT

Scott Swanson reported that there are no major updates at this time. Scott Swanson's new contact is Carrie at the Embassy Suites.

Scott Swanson is working on a speaker to speak on "How to Give a Presentation." The Board again recommended Tom Schulte

MEMBERSHIP REPORT AND INCENTIVES

Scott Swanson reported that there are nineteen (19) eligible members for the free room for the seminar drawing.

The Board discussed membership reports and discrepancies between our Chapter's records and Headquarters' records. Scott Swanson will be communicating with Headquarters' new director on this matter and will copy the Board Members on his communications. Jerry Petersen asked that Scott Swanson communicate with Susan McKinney about our concerns and difficulties as

she is chairing a committee for the ARMA President that is looking into these problems. Scott Swanson is to ensure that Jerry Petersen is copied on the e-mails.

2006 CHAPTER SURVEY

Discussion was had about the 2006 Chapter Survey draft distributed by Jerry Petersen. The Board is to e-mail any recommended changes to Jerry Petersen.

MARCH MEETING PLANNING REVIEW

Jerry Petersen will not be attending the March meeting. Bill Ptacek and Joanna Blackburn will coordinate the speaker's travel needs. Otherwise, there are no outstanding speaker coordination/issues for the March meeting.

OTHER BUSINESS:

Jerry Petersen distributed a letter from Iron Mountain regarding advertising.

The Board discussed the ARMA Foundation coordinator position. Bill Ptacek volunteered for the position. The Board approved this new responsibility for Bill Ptacek.

Cheri Adams reported on a document destruction book request. When requests from the Chapter membership are received, should the question be posed to all of the Chapter members, the Board members, or some other course of action. The Board discussed the pros and cons of each avenue and other alternatives. It was decided that Cheri Adams would send an e-mail to the Chapter members to remind them of ARMA's List Serve (Member Forum) for information.

Cheri Adams has had requests from members for books not in the ARMA Bookstore. The Board discussed book purchasing methods and it was determined that Cheri Adams could purchase books from other bookstores.

If anyone has ideas for a speaker for next year's Spring Seminar, please forward this information to Ron York.

The Board discussed the appointment of a new Program Director. John McGraw is interested in a position. An e-mail will be sent to the Chapter members to see if anyone else is interested and the Board will go from there.

Scott Swanson requested to purchase ARMA gum for the Spring Seminar. Ron York approved this purchase.

Anissa Rasmussen motioned to adjourn the meeting. Scott Swanson seconded the motion. Motion carried.

ADJOURNMENT:

Meeting adjourned.

Jerry Petersen, President

Jacque Hornung, Secretary