

Nebraska Chapter, ARMA, Inc.  
BOARD MINUTES  
May 17, 2006

**Present:**

Jerry Petersen, President  
Bill Ptacek, Treasurer  
Jacque Hornung, Secretary  
Cheri Adams, Library/Archivist  
Cathy Danahy, Webmaster  
Mark Graves, Director of Programs  
Scott Swanson, Membership Director  
Anissa Rasmussen, Public Relations Director

**Absent:**

Ron York, Vice-President  
Donna Haberstich, Immediate Past President

**CALL TO ORDER:**

Meeting called to order by Jerry Petersen.

**MINUTES:**

**Anissa Rasmussen motioned to waive the reading of the March 22, 2006, Board Meeting Minutes and approve. Scott Swanson seconded the motion. Motion carried.**

The record reflects that there was chocolate cheesecake for the May 17, 2006, training session and Donna Haberstich was not present.

**BOARD VOTES VIA E-MAIL DURING LAST MONTH**

The winner of the drawing for the overnight drawing at Harrah's for the Spring Seminar declined the prize. The Board voted via e-mail eight (8) in favor and one (1) against not to award the room to anyone else and the money would go back into the budget. The motion carried.

The speaker for the May 2006 meeting was unable to keep his speaking commitment. In an e-mail motion, the Board was voted nine (9) in favor with none against to commit to Diane Walker to speak on "How to Prepare and Conduct a RIM Compliance Review." Diane Walker's speakers costs are fore expenses only. The motion carried.

Two (2) individuals from Iowa showed up for the Spring Conference on the wrong date (April 20, 2006) and requested a refund. The Board voted seven (7) in favor and three (3) against awarding a full refund to the two (2) individuals. Bill Ptacek was instructed and authorized to refund their registrations in full.

**TREASURER'S REPORT:**

Bill Ptacek distributed the Treasurer's Report. The Board had discussion regarding the Harrah's bill. There was some disagreement as to amounts on the bill. Ron York has requested an itemized invoice. This invoice has not been received as of May 17, 2006.

In regards to the Spring Seminar budget, Bill Ptacek noted that this is incomplete at this time.

**Cheri Adams motioned for approval of the Treasurer's Report with no corrections. Scott Swanson seconded the motion. Motion carried.**

### **MEMBERSHIP REPORT AND INCENTIVES**

Scott Swanson reported that our Chapter currently has eighty-two (82) members. The Chapter has lost approximately ten (10) members to job changes. There are possibly three (3) new members.

Scott Swanson reported on the accuracy of the membership report from ARMA Headquarters as compared to our Chapter's information now that ARMA Headquarters has started making changes.

The Board discussed keeping e-mail distribution to inactive members and guests. Next year's procedures will be discussed at the Board's planning meetings.

The Board discussed the \$50.00 gift card for completing survey cards. The Board voted (6 no; 3 yes) that in order to win this prize, a member need not be present to win.

The Board noted that for the Iron Mountain \$50.00 prize a member does need to be present to win.

Bill Ptacek noted that the \$250.00 for the monthly Iron Mountain drawings for next year has not been received. Jerry Petersen will contact Iron Mountain about this issue.

### **WEBSITE UPDATE**

Jerry Petersen reported on the new website that was rolled out on May 3, 2006. The Board agreed that it is great. Mark Graves and Cathy Danahy were complimented. Mark Graves is Cathy Danahy's back up for the website.

### **LEADERSHIP CONFERENCE REPORT**

In regards to vendors, there are four(4) confirmed and one (1) more in process.

Scott Swanson distributed "MRM Region Leadership Training Conference 2006 Local Planning Committee Checklist" updating the Board as to the progress of various tasks. Jerry Petersen and Scott Swanson discussed with the Board that since Jacque Hornung can no longer attend, the Chapter will have a hotel room the night before to prepare notebooks and baskets.

So far, there are fourteen (14) attendees and two (2) guests registered for the Leadership Conference.

Scott Swanson gave an update on the gift baskets. Jerry Petersen informed the Board that small baskets will be filled with Nebraska products and welcome cards. Donna Haberstich has two (2) vendors for the baskets.

Scott Swanson and Jerry Petersen will create a "Welcome" Power Point slide program.

Budget for support of the conference comes out of next year's budget and will be below budget.

### **JUNE MEETING REVIEW**

There are no outstanding speaker coordination/issues for the June meeting.

The Awards Committee met and awards are taken care of.

### **OTHER BUSINESS:**

In regards to the Spring Seminar 2007, Jerry Petersen, on behalf of Ron York, reported that they have been talking to various possible speakers (Jessie Wilkins, Cohassett, Kahn, Savarino, Colson, Saffady) and costs. Good speakers cost \$2,000 plus.

The Board discussed whether to go with two (2) speakers, two (2) topics, or some other variation. Bill Ptacek noted that the Board should invest in the seminar. The Board discussed various speakers/topics.

The Board discussed raising the monthly training fees. It was decided to have more discussion on this issue at the planning meetings.

Jerry Petersen noted that the 2007 Spring Seminar will be at Harrah's.

### **JUNE 28, 2006, BOARD PLANNING RETREAT**

Jerry Petersen reported that the survey results and the new speakers matrix was provided to the Board.

In regards to next year's speakers, Jerry Petersen has two (2) possible monthly speakers. Daniel W. Jones at Honda with a case study. Dan will come for expenses. Mike Salvarezza from Altria Corporate Services with records management training and he will come for expenses. The Board discussed the potential speaker matrix.

Jerry Petersen requested that Ron York, Scott Swanson, and Mark Graves research Omaha charities and bring three (3) options to the June Planning meeting.

The Board discussed future meeting locations - Lincoln versus Omaha.

**Bill Ptacek motioned to adjourn the meeting. Cheri Adams seconded the motion. Motion carried.**

**ADJOURNMENT:**  
Meeting adjourned.

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Jerry Petersen, President

Jacque Hornung, Secretary