

**Summer Planning Session #1
June 24, 2008**

Present:

Ron York, President
Cheri Adams, Library/Archivist
Cathy Danahy, Secretary
Jacque Hornung, Treasurer
Mary Ott, Programs Director
Mark Graves, Vice President
Bill Lang, Webmaster
Scott Swanson, Membership Director
Jerry Petersen, Immediate Past President
Laura Fahey, Public Relations Director

CALL TO ORDER:

The Planning Session was called to order by President Ron York.

APPROVAL OF MINUTES:

The minutes from the June 18, 2008 Board meeting were approved unanimously.

Mark Graves reported on the Spring Seminar for 2009. The venue will be the Holiday Inn (72nd & Grover) in Omaha. It was agreed that Mark check into confirming Carol Stainbrook as the speaker for a seminar on Developing Retention Schedules and a session on “training”.

Ron York will continue to update the Board on the possibility of Randy Kahn (duplicating his presentation to the Minnesota Chapter in 2008) as the speaker for a full day session on September 24, 2008 partnering with Continuum Worldwide. The presentation consists of 3 parts: *1. The Intersection of E-Discovery and Information Management; 2. Building a Compliant Records Management Program; and 3. Doing Battle the Nice Way: Negotiating an E-Communications Policy.* It was determined a \$50 fee for ARMA members would be ideal and this would be the kick-off event for the ARMA program year.

Following is the ‘draft’ chapter program schedule for 2008-2009:

<u>DATE</u>	<u>HOST</u>	<u>SPEAKER</u>	<u>TOPIC</u>	<u>LOCATION</u>
09/24/08	Ron York	Randy Kahn	(Minneapolis Chapter 2/08)	Holiday Inn Omaha
10/15/08 Boss’s Day	Scott Swanson	Marie Allen	Records Policy Implosions from the White House to Moscow	Ironwood Omaha
11/19/08 IT Day	Cathy Danahy	Brian Tuemmler	CASE STUDY: Cleaning Up Shared Drives	Champions Lincoln
12/17/08	Cheri Adams	Arlyce Vogel	Delivering On-line Training To All Employees–Case Study	Mahoney NE Room
01/21/09	Mary Ott	Sandy Hostetter	Case Study-Managed E-mail- Enterprise Reality	Thompson Ctr UNO – Omaha

<u>DATE</u>	<u>HOST</u>	<u>SPEAKER</u>	<u>TOPIC</u>	<u>LOCATION</u>
03/18/09	Bill Lang	LES Staff	LES Accounts Payable Imaging Project & Tour Center – Lincoln Generating Station	LES Service
04/15/09 Spring Seminar	Mark Graves	Carol Stainbrook	Developing Retention Schedules & Training	Holiday Inn Omaha
05/13/08	Jacque Hornung	Kathy Adair	Implementing the Big Bucket Theory @ Ameritas	DC Center Omaha
06/17/08 Awards	Jerry Petersen	John Frost	ARMA President Frost (Topic TBA), Awards & Install new Chapter Officers	Mahoney Riverview Lodge

As soon as information is received by each 'host', it will be forwarded to Ron York for compilation and distribution to the Board members.

The chapter charity for 2008-2009 will be selected from a list of potential charities from the Omaha area. Laura Fahey volunteered to select 2-3 charities for the Board's review.

Membership Incentives for 2008-2009 were discussed. Scott Swanson will compile a list of the incentives (and rules). These incentives will be sent to the membership (via email announcement) prior to the first meeting in September. Scott will ensure the incentives are placed on the website and will introduce the incentives at the September 2008 meeting.

Chapter budget requests were discussed. Jacque Hornung will compile a tentative budget for the next Planning Session in July, 2008 for review and finalization.

Cheri Adams presented a draft letter to ARMA International requesting they look into insuring ARMA chapter library holdings under a 'commercial' policy benefiting all chapters. The Board agreed Cheri should send the letter and "cc" President Ron York.

President York summarized action items for the July 29, 2008 Planning Session #2:

- All Board members will follow up with their host (speaker) assignments and compile cost, availability, etc.
- Program Director Mary Ott with book all venues determined for each meeting (if possible).
- Public Relations Director Laura Fahey will compile information and needs of 2-3 charities in the Omaha area.
- Laura Fahey will design a program brochure.
- Treasurer Jacque Hornung will report on On-line registrations

No further business being heard, the meeting was adjourned.

Ron York, President

Cathy Danahy, Secretary