

**Nebraska Chapter, ARMA, Inc.**  
**Summer Planning Meeting 1 Meeting Minutes**  
**Blue Cross Blue Shield**  
**Omaha, NE**  
**June 29, 2010**

**Present:**

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

**The meeting was called to order by Mark Graves.**

**Approval of the June 16, 2010 Board Minutes**

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

**New Business – Honorary Life Membership Approval**

Mark Graves brought to the attention of the Board that at the Awards meeting (June 16, 2010) Jerry Petersen was given an Honorary Life Membership to the Nebraska ARMA Chapter. According to the ARMA International By-Laws, a Chapter Board vote is required to bestow this honor. Mark Graves moved to give Jerry Petersen an Honorary Life Membership to the Nebraska ARMA Chapter; seconded by Cori Brock. All Board members voted in the affirmative.

**Spring Seminar**

Scott Swanson reported on the Spring Seminar. Ideas for the 2011 Spring Seminar were discussed and Scott will check into a few new locations and compare them to the Holiday Inn pricing. A possible speaker would be John Isaza if a sponsor can be found due to the high cost. Other speaker and topics for the seminar will be researched by Scott Swanson and chosen at our next planning meeting.

**50<sup>th</sup> Anniversary Activities**

The Board discussed several options for the Chapter's 50<sup>th</sup> Anniversary observance. Mary Ott presented an "ARMA Cow" that would travel to various venues with Chapter members over the next year with photographs being collected. The Board decided to purchase several cows and will announce the 'project' to the membership soon.

Polo shirts were discussed for the celebration. Bill Lang will check with his contacts on options and pricing, Scott Swanson will check through his company and Ron York will check with the company we purchased annual awards from.

Potential 'service projects' were discussed. Mary Ott will contact Gayla Koerting, NE State Archives, to see if they may have a RIM project the ARMA Chapter could be involved in.

Dates, locations and type of event were discussed including a Governor's Proclamation for RIM month and/or the Chapter's 50<sup>th</sup> anniversary and venues (i.e. NACO, Bar Association event) where we might have ARMA booths. Mary Ott will check with NE Association of County Officials (NACO) and Jacque Hornung will check with the Bar Association for event dates and

pricing. Mark Graves and Cori Brock will investigate venue locations for a 50<sup>th</sup> Anniversary celebration on a non-ARMA monthly meeting date.

### **Lunch Break**

Lunch was provided courtesy of Blue Cross Blue Shield.

### **Budget Requests for 2010-11**

Budget requests were discussed for each category. Jacque Hornung will submit a proposed budget for the 2010-11 program year for adoption at the next planning meeting.

### **Annual Charity Nominations (Omaha)**

Cori Brock will research Omaha charities and present possible options at the next planning meeting.

### **Membership Incentive Programs**

The following incentive programs were discussed:

- **Member Attendance** (Iron Mountain) – To be retained. Someone will need to contact John McGraw with Iron Mountain to confirm.
- **Free June Meeting** – “rules” for the free June meeting were discussed. No decision was reached to retain this program.
- **Perfect Attendance** - (contest/award) – Sponsored by IBM. To be deleted. If funds available, they will be redirected to the 50<sup>th</sup> Anniversary party.
- **New Member Recruitment** – Sponsored by Benson Records Management - Currently any ARMA member may bring a potential member as a guest at no cost. Members discussed inviting the Legal, IT, HR and other professional communities to attend at the member rate. No decision was reached.
- **Boss’s Day** - inviting ARMA members’ boss (one per member) at no cost. – To be retained.
- **IT Day** – Chose a meeting where ARMA members may bring an IT staff person to a meeting at member price. IT guests of ARMA members will no longer be free.
- **Legal Day** – (New). Chose a meeting where ARMA members may bring a legal staff person to a meeting at member price.

### **Meeting Planning for 2010-11**

Following are potential topics and meetings to be explored for the 2010-11 program year and the Board member assigned. Members will contact speakers and report at the July 29, 2010 Planning Meeting 2:

**September 15** – Henry Doorley Zoo tour - Cori Brock.

**October 20** – Boss’ Day – Speaker: Lisa Lukaszewski, JD – *Records Management in a Tight Economy* - Ane McBride

**November 17-** IT Day – Mary Murley/Kristen Crupi – *Compliance in the Cloud* - Mary Ott

**December 15** – CRM Panel (Scott Swanson, Brian Pillard, Patti Gannon) – Cathy Danahy

**January 19** – Speaker: Barbara Byers – *When Disaster Strikes – Disaster Response & Recovery for Records* – Ron York

**February 16** – Speaker: Steven Whitaker, CRM - *Smokin’ Guns & Blazin’ Saddles (Legal Considerations of managing Information)* – Rachelle Mathes

**March 16** – Speaker: Nick De Laurentis, ARMA International President – *GARP*

**April 20** – Spring Seminar – TBD – Scott Swanson

**May 18** – Speaker: Amy Ellis – *Case Study on Rosetta Resources* - Jacque Hornung

**June 15** – Awards – NPPD (John Ferneau) – Bill Lang

Mark Graves reminded board members that the current board officers will be moving to different positions after the 2010-11 program year: President (Mark) - moving to Immediate Past President, Vice President (Scott) - moving to President, Treasurer (Jacque) – Term Limit, Secretary (Cathy) – Term Limit, Immediate Past President (Ron) – Vacating for Mark and interested in moving to Treasurer. Mark would like all board members to begin thinking about what positions they may be interested in filling next year and begin discussing with Mark and/or Scott.

**Adjournment**

Mark Graves adjourned the meeting.

Mark Graves, President \_\_\_\_\_

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