

Nebraska Chapter, ARMA, Inc.
SUMMER PLANNING SESSION #2 MINUTES
August 2, 2007

Present:

Ron York, President
Mark Graves, Vice President
Cathy Danahy, Secretary
Jerry Petersen, Immediate Past President
Cheri Adams, Library/Archivist
John McGraw, Program Director
Salvador Barragan, Webmaster
Laura Fahey, Public Relations Director
Sheila Isaacson, ARMA Midwest Rocky Mountain Region Coordinator

Absent:

Jacque Hornung , Treasurer
Scott Swanson, Membership Director

A quorum was deemed present.

CALL TO ORDER:

The meeting was called to order by President Ron York.

OPENING REMARKS:

Ron York opened the meeting welcoming all Board members and Sheila Isaacson, Midwest Rocky Mountain Region Coordinator. Each Board member introduced themselves.

APPROVAL OF MINUTES:

Jerry Petersen motioned to waive the reading of the July 3, 2007 Board Meeting Minutes and approve. John McGraw seconded the motion. Nine ayes; no nays. Motion carried.

The June Treasurer's report and final 2006 – 2007 Budget Status Report was presented.

LESSONS LEARNED FROM LEADERSHIP CONFERENCE:

Mark Graves and Ron York reported on topics and ideas learned at the ARMA MRM Leadership Conference in Des Moines, Iowa in July, 2007.

Some ideas were:

Reach out to non-active members to encourage them to become more involved in Chapter activities;
Get higher education institutions involved by offering free tickets to students and faculty;
Have companies sponsor lunch as Chapter training events, quizzes on vendors – provide door prizes;
Volunteer to appear on Television (including print media and radio) “ask the expert” type programs;
Target government in promoting events;

Man a booth at government sponsored association events;
Volunteer to be a 'guest speaker' at higher education institutions;
Title the annual "Award Event" as a Member Appreciation Day".
Ron York indicated we are a Not-For-Profit which requires us to turn any financial surplus into benefits for the membership.

TRUE COLORS AND EFFECTIVE CHAPTER LEADERSHIP:

Sheila Isaacson, ARMA Midwest Rocky Mountain Region Coordinator led the Board in an exercise to show us our personality types.

PROGRAM YEAR 2007-2008:

An updated program calendar was distributed and updated regarding all events for the 2007-2008 Program Year.

CHAPTER MEMBER OF THE YEAR:

Ron York (Chapter Member of the Year 2007-2008) asked the Board to consider providing Vice President Mark Graves with Ron York's award since Ron York's expenses are already covered, with the provision Mark Graves' employer approves. **Cathy Danahy moved to approved \$799.00 be used from Ron York's award allowance to be used for registration for Mark Graves to the ARMA International Conference; motion seconded by Cheri Adams. All "Ayes"; Mark Graves abstaining. Motion carried.**

CHAPTER LOGO PINS:

A discussion was had to update the Nebraska Chapter logo to conform to ARMA International standards incorporating their logo with the Nebraska Chapter logo. **A motion was made by John McGraw to change the ARMA Nebraska logo to conform to ARMA International standards; seconded by Laura Fahey. All "Ayes". Motion carried.**

11:35 A.M. Jacque Hornung arrived.

A discussion was had regarding the purchase of new Nebraska Chapter pins. **Ron York motioned to approve a \$500 budget item for the purchase of new Nebraska Chapter pins; seconded by Jerry Petersen. A hand count vote was taken. Three (3) 'FOR'; Six 6 'AGAINST'. Motioned failed to pass.**

NON-MEMBER DATA COLLECTION:

It was decided to combine the member/non-member database on the website together.

MONTHLY MEETING CREDIT CARD USE & ON-LINE REGISTRATION:

The use of credit cards for payment for monthly meetings as well as on-line registration was discussed. Mark Graves agreed he and Salvador Barragan would report a timeline to the Board within 2 weeks for a test of the implementation of this process.

2007-2008 PROPOSED SEMINAR BUDGET:

The seminar budget was discussed. **Ron York motioned the following fees be set, that the vendor fees remain the same, and the overall Seminar Budget be approved:**

Registration fees (Early Bird) for members: \$135;

Early Bird registration fee for non-members: \$165;

Registration for members (after Early Bird deadline): \$155;

Post-Early Bird for non-members: \$185.

Motioned seconded by John McGraw. All “Ayes”; Absent: Jerry Petersen. Motion carried.

2007-2008 PROPOSED CHAPTER BUDGET;

The Chapter Budget was presented by Jacque Hornung, Treasurer.

Jerry Petersen motioned to transfer \$15,000.00 from the Chapter checking account to a 12 month CD currently earning 4.75%; motion seconded by Mark Graves. All “Ayes”. Motion carried.

Registration fees for monthly meetings will remain the same for the program year. A one-time fee - *\$30 for non-members* (from \$25) will be implemented for the September 2007 ARMA Workshop. The Chapter dues will remain the same for the program year.

Budget line changes were discussed and agreed upon as follows:

Change line 27 to \$475

Change line 31 to \$1,300

Change line 39 to \$300

Change line 44 to \$300

New bottom line: \$28,895 Total Revenue; \$36,014 Total Expenses; and \$7,119 Total Loss.

Cathy Danahy motioned to approved the Chapter Budget for 2007-2008 with the above changes; motion seconded by Cheri Adams. All “Ayes”. Motion carried.

PROGRAM YEAR BROCHURE:

Laura Fahey will have a draft ready this week for distribution to the Board.

SEMINAR UPDATE:

The seminar will be held at Harrah’s Casino and Hotel in 2008 in Council Bluffs, IA. Research for a possible venue change for 2008-2009 will be performed during the year by Mark Graves and John McGraw.

CRM AND CLE CREDIT FOR THE SPRING SEMINAR:

Scott Swanson may be the contact - after Brian Pillard, CRM is asked first to be the CRM contact. Cheri Adams will contact Brian Pillard.

OTHER BUSINESS:

MEMBERS IN POOR STANDING:

Scott Swanson (via Ron York) suggested there be consequences for members who remain in poor standing (having outstanding invoices unpaid). Scott Swanson suggested:

1. No library privileges
2. Ineligible for Membership Incentives
3. Will be contacted by Membership Director

NSAE MEMBERSHIP:

The Chapter will renew the NSAE membership at \$50.

OTHER: Consider Vendor “Spotlight” Program similar to Mile High Denver Chapter.

ADJOURNMENT 2:05 PM.

Ron York, President

Cathy Danahy, Secretary