

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

Present:

Jerry Petersen, President
Ron York, Vice-President
Bill Ptacek, Treasurer
Jacque Hornung, Secretary
Donna Haberstich, Immediate Past President
Cheri Adams, Library/Archivist
Cathy Danahy, Webmaster
Mark Graves, Director of Programs
Scott Swanson, Membership Director
Anissa Rasmussen, Public Relations Director

Absent:

None.

Other Attendees:

Daniel Jones

CALL TO ORDER:

It was announced that there was a quorum with ten (10) Board Members present and none absent. The meeting was called to order by President Jerry Petersen.

MINUTES:

Anissa Rasmussen motioned to waive the reading of the October 11, 2006, Board Meeting Minutes and approve. Mark Graves seconded the motion. Ten (10) yeahs; no nays. Motion carried.

TREASURER'S REPORT:

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

Mark Graves motioned for approval of the Treasurer's Report with no corrections. Scott Swanson seconded the motion. Ten (10) yeahs; no nays. Motion carried.

Bill Ptacek reported about that all of the records except for the June records are with the Auditor. Jerry Petersen will deliver the June records to the Auditor. The Auditor will have the report done by Thanksgiving.

Bill Ptacek will be out until the first of the year. In his absence, the checkbook and checkcard will be transferred to Jerry Petersen. Ron York and Cheri Adams will work the charity auction at next month's meeting.

SEMINAR UPDATE

Ron York reported that he is working on volunteers for committees and contacting vendors. He also reported that the brochure is now on the website.

INTERNATIONAL CONFERENCE EDUCATION SESSIONS

The Board discussed the various sessions attended and opinions on the speakers. Board members are to provide information about potential speakers to Ron York.

WEBSITE

Mark Graves is almost done with the updated Library page. Mark Graves handed out examples of a new web page with search features and Cheri Adam's management page. Mark Graves and Cheri Adams will work on the checkout feature and management page.

Mark Graves is checking on Front Page software versus Dreamweaver software for best webpage performance.

MEMBERSHIP REPORT AND INCENTIVES

Scott Swanson reported that our Chapter has eighty-six (86) members and three (3) new members since October. Scott Swanson reported on the 99 report update.

FEBRUARY MEETING

The Board discussed extra advertising and sending a letter out to the members.

Cathy Danahy is working on the speaker's picture and biography for the website.

The Board discussed transportation and housing issues regarding the speaker.

Mark Graves will contact AIIM Chapter about the February meeting. We will use this meeting as a trial for inviting AIIM to future IT programs we would offer. Mark Graves reported that the AIIM Chapter wants to be involved with our Chapter possibly as a "partnership" for meetings. For the February meeting, AIIM members will be charges our membership rate of \$15.00. The Board discussed the exposure of ARMA to AIIM members and inviting AIIM members.

DECEMBER MEETING

Jacque Hornung reported that there are no outstanding speaker coordination/issues for the December meeting.

Jerry Petersen reminded the Board to bring items for the auction.

Scott Swanson will confirm with Tom Schulte the music coordination for the meeting.

OLD BUSINESS

The Board discussed advertising options of the next meetings and next year. Anissa Rasmussen will check on advertising prices for the Lincoln Journal Star and the Omaha World Herald and report back to the Board.

NEW BUSINESS

Jerry Petersen reported that the Chapter's By-laws are being reviewed by himself and Jacque Hornung to see what changes, if any, need to be done to meet the requirements that International has requested be included in all Chapter By-laws. Any additions/changes will be sent to the Board and the Board will discuss at a later Board meeting.

Jerry Petersen adjourned the meeting.

ADJOURNMENT:

Meeting adjourned.

Jerry Petersen, President

Jacque Hornung, Secretary