

Nebraska Chapter, ARMA, Inc.
BOARD MINUTES
November 16, 2005

Present:

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

Absent:

Donna Haberstich, Immediate Past President

CALL TO ORDER:

Meeting called to order by Jerry Petersen.

MINUTES:

Cathy Danahy motioned for approval of the October 19, 2005, Board Meeting Minutes with no changes. Anissa Rasmussen seconded the motion. Motion carried.

WELCOME TO SHEILA ISAACSON REGIONAL COORDINATOR:

Jerry Petersen welcomed Sheila Isaacson, our Chapter's Regional Coordinator to the Board Meeting.

Sheila Isaacson spoke to the Board about her visit to Omaha. She stayed at the Courtyard Hotel and visited the Old Market. She was very, very impressed with the area and the Embassy Suites. The Leadership Conference is to take place in this area and Sheila Isaacson thinks it is an excellent spot to have it. There is a lot of things for people to do in their free time. She is excited that this year's Leadership Conference is for two and one-half (2 1/2) days so people have more free time and be able to breath. It is a good choice and a good fit. Minneapolis had theirs downtown and it made it hard to get anywhere. The Old Market is wonderful and she thinks that everyone that attends will love it. Ours is going to be one of the better ones that she has seen in years. When Sheila Isaacson, Paula, Craig, and Bill have their conference call meeting, she will report to them our Chapter's plans and what she has seen and let them know that she thinks it is going to be great. Sheila Isaacson is excited about it and cannot wait.

TREASURER'S REPORT:

Bill Ptacek distributed and discussed the Treasurer's Report and 2006 Seminar Budget Status Report.

Discussion was had regarding renewal of the reserve Certificate of Deposit.

Bill Ptacek motioned to roll \$5,000 into a new CD the week of November 21, 2005. Scott Swanson seconded the motion. Motion carried.

Bill Ptacek noted that the Certificate of Deposit will now cover two (2) years' worth of seminar expenses.

Bill Ptacek reported on the 2006 Spring Seminar budget. Revenue for the seminar is expected to be around \$15,775 and the expenses are expected to be around \$8,000.

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

SEMINAR UPDATE

Cynthia Hume gave a vendor update to the Board.

Committee Meetings will start in January 2006.

Sponsors will be worked on in January by Cynthia Hume and Donna Haberstich.

Discussion was had about the mailing list and the mailing process for the Spring Seminar brochure.

Discussion was had about the Exhibitor's Contract. Bill Ptacek will add in a "tear down" provision to the contract.

President Jerry Petersen and the Board applauded the efforts of Cynthia Hume in the seminar preparation.

WEBSITE UPDATE

Cathy Danahy reported on the survey results. There were thirty-one (31) total respondents. Cathy Danahy discussed what areas the respondents visited most and how the Board's vision for the website re-design fits our Chapter's needs.

The target for completion of the changes is by the Spring Seminar.

LEADERSHIP CONFERENCE REPORT

Scott Swanson reported that Sahler is providing binders. Scott Swanson will be sending out vendor letters asking for support of the Leadership Conference.

Scott Swanson reported on milestone plan development. He will present this plan to the Board in January 2006.

CHARITY OF THE YEAR

Jacque Hornung reported that the October donations and the filing cabinet were delivered to Charlie Brown's Kids. Two (2) boxes of donated items were collected at the November 16, 2005, meeting.

Charlie Brown's Kids' Executive Director, Bev Prucha, will be attending the Christmas meeting and will have a short presentation about Charlie Brown's Kids. The presentation will be about five (5) minutes long during a picture power point presentation.

MEMBERSHIP REPORT & INCENTIVES

Scott Swanson reported that the Chapter has 91 members and a new member, Megan Bange of Northern Natural Gas, was welcomed. There are possible three (3) new members from Tanasca in attendance.

Discussion was had about membership issues with ARMA Headquarters.

CHAPTER PINS/LOGO

Discussion was had by the Board about whether there is a need for new Chapter pins and, if there is a need, how to proceed.

Scott Swanson motioned to adopt a new logo for the Chapter. Cynthia Hume seconded the motion. Motion carried.

Jerry Petersen motioned to adopt the "black/red" logo for the Chapter. Anissa Rasmussen seconded the motion. Motion carried.

DECEMBER MEETING PLANNING REVIEW

Cathy Danahy reported that there are no outstanding speaker coordination/issues for the December meeting.

The Board will meet prior to the December meeting at 10:15 a.m. President Jerry Petersen will send a reminder with the agenda.

OTHER BUSINESS

Discussion was had about the current monthly meeting attendees cancellation policy for meetings and if there is a need to change the time frame.

Bill Ptacek motioned to change the monthly meeting cancellation policy to the Friday before each meeting. Cynthia Hume seconded the motion. Motion carried.

Discussion was had about the e-mail from Anita Willis via Paula Sutton regarding what is happening at the ARMA headquarters.

Discussion was had about a new Chapter survey for the coming Spring. Board members are to note changes and provide the suggested changes to President Jerry Petersen at the December Board Meeting.

Scott Swanson motioned to adjourn the meeting. Cheri Adams seconded the motion. Motion carried.

ADJOURNMENT:

Meeting adjourned.

Jerry Petersen, President

Jacque Hornung, Secretary