

Nebraska Chapter, ARMA, Inc.  
BOARD MINUTES  
December 21, 2005

**Present:**

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

**Absent:**

Cynthia Hume, Vice-President

**CALL TO ORDER:**

Meeting called to order by Jerry Petersen.

**MINUTES:**

**Scott Swanson motioned to waive the reading of the November 16, 2005, Board Meeting Minutes. Donna Haberstich seconded the motion. Motion carried.**

**Anissa Rasmussen motioned for approval of the November 16, 2005, Board Meeting Minutes with no changes. Scott Swanson seconded the motion. Motion carried.**

**TREASURER'S REPORT:**

Bill Ptacek distributed and discussed the Treasurer's Report and Spring Seminar budget report, including revenue projections.

Discussion was had regarding the Spring Seminar budget and noting that the projected income for the Spring Seminar is \$16,000.00 plus.

**Donna Haberstich motioned for approval of the Treasurer's Report with no corrections. Scott Swanson seconded the motion. Motion carried.**

Bill Ptacek reported that the revisions to the Exhibitor's Agreement for the Spring Seminar had been made, specifically, the "Installation and Dismantling of Exhibits" section.

**Cathy Danahy motioned to adopt the revised Exhibitor's Agreement with the new wording. Scott Swanson seconded the motion. Motion carried.**

## **SEMINAR UPDATE**

Donna Haberstich gave a vendor update to the Board. There are twelve (12) confirmed exhibitors, three (3) paid sponsors, and three (3) unpaid sponsors.

Discussion was had about the mailing of the Spring Seminar brochures. Cathy Danahy and Anissa Rasmussen will work with John Ferneau on the mailing.

Nancy Hock is working on door prizes and gift bags.

Committee Meetings will start in January 2006.

## **WEBSITE UPDATE**

Cathy Danahy reported on the current website changes. Jerry Petersen and Cathy Danahy are meeting with Xtreme in January 2006.

## **LEADERSHIP CONFERENCE REPORT**

Scott Swanson reported that there are no changes at this time. Work on the Leadership Conference will be started in earnest in January 2006.

Scott Swanson reported that the milestone plan development has been emailed to Jerry Petersen.

## **MEMBERSHIP REPORT AND INCENTIVES**

Scott Swanson reported that our Chapter has two (2) new members and discussed the November ARMA Headquarters reports on members.

Scott Swanson gave the incentive report to Jerry Petersen.

## **CHAPTER CHARITY**

Charlie Brown's Kids sent President Jerry Petersen a thank you letter and put a paragraph recognizing our Chapter's contributions in their monthly newsletter. Copies of these were reviewed by the Board and originals were given to Cheri Adams for the Archives.

## **CHAPTER PINS**

Scott Swanson distributed the choices for the new chapter logo.

**Scott Swanson motioned to adopt the red/black state with white lettering for the Chapter's logo. Donna Haberstich seconded the motion. Motion carried.**

## **2006 CHAPTER SURVEY**

Discussion was had about the 2006 Chapter Survey. Board members are to review last year's survey and provide Jerry Petersen with feedback about what should be contained in the 2006 survey.

## **JANUARY MEETING PLANNING REVIEW**

Ron York reported that there are no outstanding speaker coordination/issues for the January meeting.

**Anissa Rasmussen motioned to adjourn the meeting. Cheri Adams seconded the motion.  
Motion carried.**

**ADJOURNMENT:**  
Meeting adjourned.

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Jerry Petersen, President

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Jacque Hornung, Secretary