

**Nebraska Chapter, ARMA, Inc.
Chapter Meeting Minutes
College of St. Mary – Omaha, Nebraska
May 12, 2010**

Present:

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

Absent:

Ron York, Immediate Past President

The meeting was called to order by Mark Graves.

Approval of the March 17, 2010 Board Minutes

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

March and April, 2010 Treasurer's Reports & Chapter Budget Status Report

Jacque Hornung gave the Treasurer Reports and Chapter Budget Status Report.

Library

Ane McBride reported the purchase of three new books:

1. How to Develop a Retention Schedule (Montana)
2. Contracted Destruction for Records & Information Media (ARMA International)
3. Controlled Language in Records & Information Management (ARMA International)

Membership

Mary Ott distributed the Monthly Membership Report and reported there are currently 93 members and two new members: Jim Farho – Continuum Worldwide and Kimberly Bilder – University of Nebraska Foundation.

Spring Seminar Update

A general discussion was had about next year's seminar.

Public Relations

No report.

Programs: June Meeting

Jacque Hornung will check with Ron York about any speaker needs.

Unfinished Business:

Website – ARMA Website of the Year follow up

Bill Lang reported he is working with Ron York on an update of the Awards page. Mark asked Bill to switch the seminar brochure link on the website with the ARMA International Conference link. Mark said he will move “Website” from “Unfinished Business” to the “Reports” section from now on.

New Business:

Treasury Audit Committee

The Board discussed Section 2 of the Bylaws (*Section 2. An Auditing Committee of one (1) or two (2) members shall be appointed by the President at the regular may meeting. Its duty shall be to audit the Treasurer’s accounts as of the close of the fiscal year and to report to the board of Directors at the regular September meeting*). Mark Graves appointed Ron York as Chair of the Audit Committee. He asked Ron to work with Jacque Hornung. In the past, Mr. Paul Barnett – Ameritas has been volunteering to do the chapter audit.

Summer Planning Meetings

Mark Graves announced the summer planning meetings will take place in June and July. He will send an email via ‘Doodle’ to determine member availability to schedule these meetings. A discussion took place to determine where to hold the meetings. It was decided one meeting would take place in Lincoln and one meeting in Omaha. Rachelle Mathes volunteered Blue Cross/Blue Shield as a possible venue depending on availability.

Ane McBride left the meeting.

New ARMA International Award – Chapter Leader of the Year

After discussion, it was decided the Chapter Leader of the Year (Board Member) award will receive the same benefits as the previous “Chapter Member of the Year”. For the New ARMA International Award Chapter Member of the Year (non-Board member) award, Cathy Danahy moved that the winner will receive \$50.00 and a plaque; seconded by Rachelle Mathes. Mark Graves asked Board members for a voice vote. All members present signified by saying “Aye”. The motioned carried.

Chapter Speaker/Board Member Ribbons

Jacque will research and purchase new ribbons for Chapter name badges for “Speaker” and “Board Member”.

Spring Seminar Brochure Design Gift Certificate

Scott Swanson requested a gift certificate be purchased for the NPPD designer of the Spring Seminar Brochure as has been done in the past. A \$50 gift certificate will be purchased and given to John Ferneau (NPPD) to present to the designer.

Adjournment

Mark Graves adjourned the meeting.

Mark Graves, President _____

Cathy Danahy, Secretary _____