

Nebraska Chapter, ARMA, Inc.
BOARD MINUTES
June 28, 2006

Present:

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

Absent:

None

Others in Attendance:

Sheila Isaacson

CALL TO ORDER:

The meeting was called to order by Jerry Petersen. Opening remarks were made by Jerry Petersen. A special welcome was given to Sheila Isaacson. The Board introduced themselves to Sheila Isaacson.

MINUTES:

Cathy Danahy motioned to waive the reading of the June 21, 2006, Board Meeting Minutes and approve as submitted. Donna Haberstich seconded the motion. Motion carried.

ROOKIE OF THE YEAR AWARD

Donna Haberstich presented Anissa Rasmussen with a gift card for helping with the spring seminar and the Rookie of the Year Award. The Board congratulated Anissa Rasmussen.

OPENING REMARKS

Jerry Petersen thanked the Board for their hard work during the past year. The emphasis for the planning meetings are spirit of cooperation, energy, and enthusiasm.

TREASURER'S REPORT:

Bill Ptacek distributed the Budget Status Report for year 2006 and gave a status report of Chapter funding as of the last board meeting. The Board discussed various items on the budget. The total net worth is just over \$26,000.00. The Board discussed purchasing a new Certificate of Deposit with the reserve monies. The Board discussed the amount of the reserve for next year and the length of time for the Certificate of Deposit. Bill Ptacek gave a status report for the

current to date projection of the funding that the Board will have for the 2006-2007 meeting year planning.

Jerry Petersen motioned to adopt the Treasurer's Report as submitted. Scott Swanson seconded the motion. Motion carried.

Bill Ptacek reported to the Board that the banking is done via the internet. The benefits of internet based banking is as follows:

1. Real time banking access;
2. Checks issued through the internet;
3. No monthly fee for returned checks;
4. Convenient; and
5. Most transactions can be done with internet banking, but the credit card is also used.

SURVEY RESULTS

The Board reviewed survey results and past history of meetings, including the Survey Monkey results, meeting survey results and seminar results.

Scott Swanson presented the monthly meeting survey results. The top topic request was tours. Other requests were regarding telephone conversations, voicemail, and electronic records management. In regards to the location of meetings, the following majority opinions were voiced:

1. No Clarion
2. Yes for Ironwood
3. Have a meeting(s) in Lincoln

The Board discussed various meeting locations and topics.

PLANNING FOR THE 2006-2007 MEETING YEAR

Discussion was had about the topics, speakers, locations, and formats for the 2006 - 2007 Meeting Year.

The following programs were tentatively chosen and Board Members were assigned to arrange for the speaker to be contacted and confirmed:

September Joslyn Museum Tour
 Mark Graves
 Joslyn Art Museum - Omaha

October "Microsoft Office 2007 and Records Management "/Boss' Day
 Tina Torres, Microsoft - Cathy Danahy
 Quarry Oaks

- November "Case Study: Implementing E-mail Management Systems - from Planning to Lessons Learned"/IT Day
Daniel W. Jones, Honda - Jerry Petersen
Location TBD - Lincoln
- December "Top 10 Records Deposition Do's & Don'ts"/Charity Auction
David Williams, Ameritas/Tom Schulte - Jacque Hornung
Riverview Lodge at Mahoney
- January "Content and Lifecycle of Electronic Records"
Whitney Berg, Stellent - Scott Swanson
Dave & Buster's - Omaha
- February "The Promotable Records Manager: Ramping up Your Skills in Legal and Compliance"
Julie Gable, File Net - Bill Ptacek
Mahoney
- March "Instant Messaging & Regulatory Compliance"
Susan Cisco - Anissa Rasmussen
DC Centre - Omaha
- April Seminar
Harrah's Casino - Council Bluffs
- May "Case Study: Leveraging Compliance Programs for Records Management Training"
Mike Salvarezza, Altria - Cheri Adams
Ironwood Country Club - Omaha
- June "Privacy and Records Management: How to Protect Your Organization and Yourself"/Awards
Susan McKinney - Donna Haberstich
Main Lodge at Mahoney

The Board discussed the issue of networking at the monthly training meetings as requested by Chapter members. The Board decided on the following:

1. Schedule
 - 11:00 - 11:30 Networking period
 - 11:30 - Noon Lunch
 - 11:35 Announcements
 - Noon Speaker

2. Power Point

Before the speaker presents, there will be a continuous power point presentation similar to last year, but with pictures from the past year included. Jerry Petersen will attempt to include pictures from the past year on the slides.

MEETING FLYER FOR 2006-2007

The Board discussed the proposed meeting flyer and theme for the 2006 - 2007 meeting year.

Jerry Petersen motioned to adopt the slogan "Networking, Training, ARMA - The Source" for the 2006-2007 program year. Anissa Rasmussen seconded the motion. Motion carried.

Scott Swanson will handle the printing (200 copies) and mailing of the flyer.

APRIL 17, 2007 SEMINAR

Ron York distributed a proposed budget for the 2007 seminar. The Board discussed whether or not to increase vendors' fees and registration fees.

Ron York informed the Board about William Savarino is the speaker for \$1,500.00 plus expenses. The Board discussed two (2) speakers v. one (1) speaker and two (2) topics v. one (1) topic. Ron York reported that he is working with Harrah's on a contract and problems with former sales people.

Bill Ptacek motioned to approve the 2007 seminar budget as presented and to address a raise in fees at the next Board Meeting. Donna Haberstich seconded the motion. Motion carried.

The Board discussed marketing the seminar to law firms and IT persons.

The Board discussed seminar brochure development.

LIBRARY

Cheri Adams reported on the use of the Library. There were 114 checkouts and 22 members using the Library since 2003.

Jerry Petersen complimented Cheri Adams on behalf of the members for doing a great job.

Cheri Adams presented the proposed Library Budget which included three (3) new books requested by the members, a RIM checklist (PDF), [Records@Work](#) pamphlets, and the "Keeping Good Company" Training Manual with or without DVD.

The Board discussed the Chapter purchasing the DVD. Jerry Petersen and Cathy Danahy received a free DVD. Jerry Petersen is checking if the DVD is copyrighted and if it can be copied.

The Board discussed whether or not the DVD is worth purchasing based on its content and usability for the price. For basic training, it might be worthwhile.

Board members who have not reviewed the DVD are to view it before the next meeting.

If Cathy Danahy or Ameritas would donate their DVD to the Chapter, the Chapter would only need to purchase the Training Manual. Cheri Adams informed the Board that she understood that the DVD and Training Manual could only be purchased together and not separately. Jerry Petersen reported that he understood that they could be purchased separately. Jerry Petersen will check into this matter. Until it is known whether or not the purchases can be made separately, the Board will defer the decision of the purchase of the DVD/Training Manual until the next meeting.

Bill Ptacek motioned to approve the \$1000.00 Library budget for 2006-2007. Scott Swanson seconded the motion. Motion carried.

AWARDS AND FRU FRU

Donna Haberstich presented the proposed Awards budget of \$700.00 and Fru Fru Budget of \$300.00.

Scott Swanson motioned to approve the \$700.00 Awards Budget and \$300.00 Fru Fru Budget for the 2006-2007. Mark Graves seconded the motion. Motion carried.

MEMBER INCENTIVE

Scott Swanson presented the proposed budget for Member Incentives of \$250.00.

Scott Swanson outlined the 2006 - 2007 year member incentive program and recruitment incentives.

The Board discussed whether or not to continue the attendance award of a free June training meeting and, if it is continued, what would be the requirements to be satisfied. The Board agreed to continue the attendance award with the requirements of attending five (5) meetings and the seminar.

Jerry Petersen motioned to approve the \$250.00 incentive budget. Anissa Rasmussen seconded the motion. Motion carried.

WEBSITE

Cathy Danahy presented the proposed budget for the Chapter Website of \$545.00. The Board discussed the website costs and the domain renewal costs. The Board voted by e-mail to go with a twelve (12) year renewal of the domain name.

Mark Graves motioned to approve the \$545.00 website budget. Scott Swanson seconded the motion. Motion carried.

ARMA EDUCATION FOUNDATION

Jerry Petersen presented the ARMA Foundation Budget donation proposal. The Board discussed buying \$500.00 in raffle tickets as was done last year.

Jerry Petersen motioned to purchase \$500.00 in raffle tickets for the ARMA Foundation and if our Chapter wins the raffle, the prize would be used for a Chapter incentive. Scott Swanson seconded the motion. Motion carried.

NSAE

Jerry Petersen reported to the Board that it is time to renew the \$50.00 membership to NSAE. The Board discussed the pluses and negatives of belonging to NSAE.

Scott Swanson motioned to approve the renewal of the NSAE membership. Cheri Adams seconded the motion. Motion carried.

LEADERSHIP CONFERENCE

Scott Swanson and Jerry Petersen reported on the Leadership Conference.

The Board reviewed budget monies from 2006 and the proposed budget of \$1,000.00 to support the July 2007 Leadership Conference meeting.

A cost of \$350.00 for two (2) registrations will come out of this budget. Bill Ptacek will input a total of \$350.00 for registrations for the Leadership Conference in the budget.

Donna Haberstich motioned to approve the \$1,000.00 budget for the Leadership Conference. Scott Swanson seconded the motion. Motion carried.

CHARITY

For 2006-2007, the charity will be Omaha based. The Board discussed four (4) possible charities:

1. Omaha Street School
2. Hope Center for Kids
3. Make-A-Wish
4. Nebraska Humane Society

Mark Graves will e-mail information about the charities to the Board members. The Board will decide at the next Board Meeting which charity will be chosen.

AWARDS COMMITTEE

The Board discussed the various awards that can be presented. The Chapter Member of the Year is the only award that has to be awarded each year. Otherwise, it is up to the Awards Committee whether or not to present any other awards.

RIM MONTH

The Board discussed whether or not to do any activity(ies) for RIM month in April. Jacque Hornung will contact the LES Chapter members to inquire whether they would be willing to plan an activity(ies) for RIM Month.

Ron York motioned to adjourn the meeting. Cheri Adams seconded the motion. Motion carried.

ADJOURNMENT:

Meeting adjourned.

Jerry Petersen, President

Jacque Hornung, Secretary