

Nebraska Chapter, ARMA, Inc.
BOARD MINUTES
September 14, 2005

Present:

Jerry Petersen, President
Cynthia Hume, Vice-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:

None.

CALL TO ORDER:

Meeting called to order by Jerry Petersen.

MINUTES:

Donna Haberstich motioned for approval of the August 9, 2005, Board Meeting Minutes with no changes. Cynthia Hume seconded the motion. Motion carried.

TREASURER'S REPORT:

Bill Ptacek distributed the Treasurer's Report.

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

Bill Ptacek discussed proposed changes to the 2006 budget regarding cash flows and reserves.

Bill Ptacek motioned that the budget proposal be amended as stated in the corrected 2006 column of the Treasurer's Report. Cathy Danahy seconded the motion. Motion carried.

Bill Ptacek reports that the audit report meeting will be taking place on September 28, 2005, by Ron Riethmuller and Su Perk Davis at Bill Ptacek's office.

MEMBERSHIP REPORT:

Scott Swanson reported that we currently have 91 members.

Scott Swanson reported that he has not received any 99 reports so he cannot try contacting anyone on that list.

It was also reported by Scott Swanson that membership information will be available on the International website in the future.

SEMINAR UPDATE:

Cynthia Hume reported that the first round of contact had been made with the vendors. Cynthia Hume and Donna Haberstich will follow up with the vendors within the next week.

ISCO and Pfizer sponsorship checks have been received.

REVIEW INTERNATIONAL CONFERENCE ATTENDEES:

Cheri Adams has completed a Coordination Sheet and emails to attendees.

Scott Swanson will attend the Leadership Meetings on behalf of Jerry Petersen since Jerry Petersen will not be able to attend the conference. Bill Ptacek and Cathy Danahy will also be attending Leadership Meetings.

Jerry Petersen reminded the Board to retrieve speakers for 06-07 year information. Cheri Adams will send an e-mail to the other conference attendees to gather speaker information. All information should be forwarded to Jerry Petersen to be placed on the prospective speaker list.

EDUCATION FOUNDATION RAFFLE TICKETS:

Jerry Petersen requested that the Chicago attendees check on winning ticket numbers.

WEBSITE UPDATE AND CHANGES REPORTS:

Cathy Danahy updated the Board on the meeting with EXTI. EXTI moved, hired new staff, and had some securities issues.

Cathy Danahy will report further at the next Board Meeting. Website updates have been made. Please contact Cathy Danahy with any revisions or typos.

LEADERSHIP CONFERENCE REPORT:

Scott Swanson reported on the results of the Embassy Suites hotel meeting. The contract has been signed to reserve rooms. For the hospitality room on Thursday evening, there will be two (2) adjoining rooms with us bringing in our own food. This will save the Chapter money. On

Friday night, there will be a dinner and an activity for attendees. Saturday night will be a dinner and then an open night for attendees with no activity planned.

In regards to vendor support, Scott Swanson reported that Benson Records is on board. We are still looking for three (3) more vendors.

It has been confirmed to Scott Swanson that the 2006 Leadership Conference will be for two and one-half (2 1/2) days.

CHARITY OF THE YEAR FOLLOW-UP AND PLANS:

Jacque Hornung reported that Charlie Brown's Kids has been chosen for the Chapter's charity this year. Donations will be collection as follows:

October	craft supplies
November	office supplies
December	craft supplies

Suggested donation lists for these meetings were handed out at today's meeting and will also be posted on our website.

The charity auction will take place at the December meeting. Bev Pucha of Charlie Brown's Kids will also be attending the December meeting.

Discussion was had about doing a project with Charlie Brown's Kids involving computer database help, hands on help with records management, and creating a records retention schedule for Charlie Brown's Kids.

Bill Ptacek motioned for continuing support of Charlie Brown's Kids with a project after the December 2005 meeting. Scott Swanson seconded the motion. Motion carried.

OCTOBER MEETING PLANNING REVIEW (BOSS' DAY):

All arrangements for the speaker, hotel, etc. are in place.

BOARD NOTEBOOKS - USE AT EACH MEETING

Jerry Petersen requested that the Board Members bring their Board Notebooks to each meeting.

Cheri Adams motioned to adjourn the meeting. Cathy Danahy seconded the motion. Motion carried.

ADJOURNMENT:
Meeting adjourned.

Jerry Petersen, President

Jacque Hornung, Secretary