

**Nebraska Chapter, ARMA, Inc.  
Monthly Chapter Meeting Board Minutes  
Regency Lodge  
Omaha, NE  
November 16, 2011**

**Present:**

Scott Swanson, President  
Ane McBride, Vice President  
William Lynch, Secretary  
Ron York, Treasurer  
Jacque Hornung, Membership Director  
Su Davis, Library/Archivist  
Rachelle Mathes, Public Relations Director  
Carol White, Director of Programs  
Bill Lang, Webmaster  
Mark Graves, Immediate Past President

**CALL TO ORDER:**

The meeting was called to order by Scott Swanson at 1:30 PM.

**MINUTES:**

The Board approved and accepted the October 5, 2011 Minutes as is.

**TREASURER'S REPORTS:**

Ron York distributed the Treasurer's Reports, some incorrect dates and data was found. Ron York will correct and resubmit to the Board.

**LIBRARY:**

Su Davis reported that she will be purchasing new books with the \$150.00 gift card and will provide a list of the new additions at our next meeting.

**MEMBERSHIP:**

Jacque Hornung reported that membership is at 95 members.

**SEMINAR:**

The Board discussed the details of the Spring Seminar. Ane McBride reported that she sent out vendors and exhibitors letters.

**PUBLIC RELATIONS:**

No report.

**WEBSITE:**

The Board discussed outstanding website issues. Bill Lang will update the front page to include the Chapter of Year or place on the awards page. The awards page will be updated and the CRM page has a few changes to be updated.

**CHARITY UPDATE:**

The Board and chapter members were requested to bring wrapped gifts for auction. The Chapter will match up to \$500 dollar for dollar based on auction monies received.

**DECEMBER MEETING:**

Jacque Hornung will bring a projector and screen for the December meeting. Carol White has all the arrangements set.

**UNFINISHED BUSINESS:**

The Board discussed the Spring Seminar Brochures. Ane McBride will work with NPPD on the brochure layout and printing.

**NEW BUSINESS:**

The Board discussed the protocol for cancelling a meeting due to inclement weather such as snow. Scott Swanson will put together a policy for review.

Bill Lynch will provide Board Minutes from June to November to Bill Lang to be placed on the Chapter website.

Jacque Hornung will provide a listing of cell phone numbers of the Board members to the Board.

Mark Graves will provide a photograph of our Chapter of the Year award, and pass on to Bill Lang to be placed on the Chapter website.

**NEXT BOARD MEETING:**

Upcoming Board Meeting: Wednesday, December 14 after Chapter Program at Mahoney State Park, Ashland, Nebraska.

**Scott Swanson adjourned the meeting at 2:40 PM.**

**ADJOURNMENT:**

Meeting adjourned.

Scott Swanson, President \_\_\_\_\_

William Lynch, Secretary \_\_\_\_\_