

**Nebraska Chapter, ARMA, Inc.
Board Summer Planning Meeting 1 Minutes
BlueCross BlueShield of Nebraska
Omaha, NE
July 11, 2012**

PRESENT:

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

CALL TO ORDER:

The meeting was called to order by Scott Swanson at 8:30 am.

OPENING REMARKS:

Scott Swanson welcomed the 2012-2013 Board and discussed the expectations and responsibilities of service.

MINUTES:

The Board approved and accepted the June 20, 2012 Minutes as read.

DIRECTOR VACANCIES:

Carol White has elected to stay on as Director of Arrangements (was Program Director).

Board approved sending an e-mail to members regarding Chapter opportunities - Committees for (1) Programs; (2) Membership; (3) Seminar and Backups for (1) Webmaster; (2) Treasurer.

MEMBERSHIP:

Ron York reported that Bob O'Connor is a member in bad standing.

SPRING SEMINAR

Ron York reported that the seminar bill from the Ramada was paid after the close out of the fiscal year on June 20, 2012 and will be reflected on the 2012-2013 budget.

TREASURER'S REPORTS:

Ron York distributed the Year-end Treasurer's Reports and Final Seminar Numbers and the Board accepted the reports as submitted.

BUDGET REQUESTS FOR 2012-2013:

Discussion held regarding budget requests for the upcoming fiscal year with Ron York to prepare a draft 2012-2013 Budget to be approved at the August 15, 2012 meeting.

ARMA CHAPTER AUDIT

The Board voted to have Jacque Hornung ask Paul Barnett from Ameritas to perform the ARMA audit for the Chapter again this year.

ANNUAL CHARITY NOMINATIONS (OMAHA):

Rachelle Takemura suggested Project Linus as a possible charity for the 2012-2013 Chapter year and the Board voted unanimously to accept the recommendation.

CHAPTER WEBSITE:

The Board discussed ways to revise the Chapter Website and benchmarked other chapter sites online.

MEMBERSHIP INCENTIVE PROGRAMS:

Board discussion held regarding the current membership incentive programs with (1) Member Attendance; (2) Free June Meeting; (3) Legal Day; (4) New Member Recruitment; (5) Boss's Day and (6) IT Day to be continued for 2012-2013.

MEETING PLANNING FOR 2012-2013:

The Board held a discussion of (1) Meeting dates; (2) Meeting locations; (3) Potential themes; (4) Lunch costs for the 2012-2013 Chapter year. The proposed meeting and speaker schedule to date for the upcoming year is as follows:

Event Date	Speaker	Topic	Location	Board Host
Sept. 19, 2012	TBD	Tour of Boys Town	Boys Town, Omaha	Carol White
Oct. 17, 2012	Jason Stearns	TBD	Blue Cross Blue Shield, Omaha	Rachelle Takemura
Nov. 14, 2012	Michael Salvarezza	A Call to Action: RIM and eDiscovery for the Next Generation	LES Office, Lincoln	Bill Lang
Dec. 19, 2012	Rhonda Lahm	State Patrol Case Study	Mahoney State Park	Su Davis
Jan. 16, 2013	TBD	TBD	Scott Center, Omaha	Bill Lynch
Feb. 20, 2013	TBD	TBD	Scott Center, Omaha	Ron York
Mar. 20, 2013	Laurie Fischer Robin Martin	GARP Case Study: From Theory to Practice at Ameritas	Ameritas, Lincoln	Jacque Horning
Apr. 17, 2013	TBD	Spring Seminar	TBD Omaha	Ane McBride
May 15, 2013	Sarah Waldman	TBD	Scott Center, Omaha	Scott Swanson
Jun. 19, 2013	TBD	TBD	TBD	Mark Graves

Finalization of speaker commitments, topics and meeting locations are in progress.

ARMA ANNUAL CONFERENCE:

Scott Swanson polled the Board as to who was planning to attend the Annual ARMA Conference in Chicago, IL.

Since Blue Cross Blue Shield of Nebraska was funding his attendance at the ARMA Annual Conference, Scott Swanson offered his Chapter paid attendance to the Vice President.

UNFINISHED BUSINESS:

The Board held a discussion regarding the storage of Chapter archival boxes at the State Records Center. Options will be explored and a recommendation made at a future meeting.

NEXT BOARD MEETING:

Upcoming Summer Board Planning Meeting: Wednesday, August 15, 2012 at Ameritas, Lincoln, NE at 8:30 am.

ADJOURNMENT:

Meeting adjourned by Scott Swanson at 2:05 pm.

Scott Swanson, President _____

William Lynch, Secretary _____

**Nebraska Chapter, ARMA, Inc.
Board Summer Planning Meeting 2 Minutes
Ameritas
Lincoln, NE
August 15, 2012**

PRESENT:

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

CALL TO ORDER:

The meeting was called to order by Scott Swanson at 8:50 am.

MINUTES:

The Board approved and accepted the July 11, 2012 Minutes with the correction to be made of the location of the next summer planning meeting.

MEMBERSHIP:

Ron York reported that Bob O'Connor will be sent an invoice for money owed.

SPRING SEMINAR

Ron York reported that the seminar bill from the Ramada cleared on the July statement.

TREASURER'S REPORTS:

Ron York distributed the July Treasurer's Reports and the Board accepted the reports as submitted.

CHAPTER DUES

Chapter dues will be increased from \$35.00 to \$40.00 for the upcoming year.

BUDGET FOR 2012-2013:

Discussion was held regarding budget requests for the upcoming fiscal year. The 2012-2013 budget was approved unanimously by the Board.

ARMA CHAPTER AUDIT

Paul Barnett from Ameritas is ready to perform the annual ARMA audit for the Chapter. The results will be reported back to the Board.

ARMA EDUCATIONAL FOUNDATION

The Board discussed the request for a basket donation by the Chapter for the silent auction.

ANNUAL CHARITY (OMAHA):

Project Linus was approved unanimously by the Board as the charity for the 2012-2013 Chapter year. E-mails will be sent to Chapter members with information posted on our website and flyers available at Chapter meetings. A link to the Linus website will be placed on the Chapter website.

CHAPTER WEBSITE:

The Board discussed a facelift to update the Chapter website. Bill Lang and Mark Graves will research options.

CHAPTER COMMITTEES

Mark Graves inquired about Chapter committee positions. Kim Perkins will help Carol White with name tags.

MEMBERSHIP SURVEY RESULTS

Board discussed the results of the membership survey. Suggestions regarding programming and location will be taken into consideration when planning future meetings.

MEMBERSHIP RECRUITMENT

Jacque Hornung is sending recruitment letters to various insurance companies, law firms, hospitals, nursing homes, banks, etc. Board members can send additional names and addresses to Jacque Hornung.

MEETING PLANNING FOR 2012-2013:

The Board held a discussion of (1) Meeting dates; (2) Meeting locations; (3) Potential themes; (4) Lunch costs for the 2012-2013 Chapter year. The proposed meeting and speaker schedule to date for the upcoming year is as follows:

Event Date	Speaker	Topic	Location	Board Host
Sept. 19, 2012	Tom Lynch	Tour of Boys Town	Boys Town, Omaha	Carol White
Oct. 17, 2012	Jason Stearns	TBD	Blue Cross Blue Shield, Omaha	Rachelle Takemura
Nov. 14, 2012	Michael Salvarezza	A Call to Action: RIM and eDiscovery for the Next Generation	LES Office, Lincoln	Bill Lang
Dec. 19, 2012	Rhonda Lahm	State Patrol Case Study	Parkers	Su Davis
Jan. 16, 2013	TBD	TBD	Anthony's Steakhouse	Bill Lynch
Feb. 20, 2013	Honorable Gary Randall	Managing Electronic Documents in the Courts	Scott Center, Omaha	Ron York
Mar. 20, 2013	Laurie Fischer Robin Martin	GARP Case Study: From Theory to Practice at Ameritas	Ameritas, Lincoln	Jacque Horning
Apr. 17, 2013	Ben Wright	Opportunities & Pitfalls of Social Media, Mobile Devices & Data Security	Scott Center, Omaha	Ane McBride
May 15, 2013	Sarah Waldman	Ethics and Records management	Scott Center, Omaha	Scott Swanson
Jun. 19, 2013	Julie Colgan	ARMA President Discussion	Mahoney State Park	Mark Graves

PROGRAM BROCHURE

Rachelle Takemura is working to finalize the program brochure. Deadline to get information to her is August 29, 2012.

SEPTEMBER MEETING

Carol White has all the arrangements set.

UNFINISHED BUSINESS:

Chapter Documents - 11 boxes currently stored at the State Records Center need to be stored elsewhere. Retrievox will pick up and store the boxes for the Chapter at no cost.

The Board reviewed and discussed the draft Board job descriptions. The Board will continue the discussion at the next Board meeting.

NEXT BOARD MEETING:

Upcoming Board Meeting: Wednesday, September 19, 2012 at Boys Town, Boys Town, NE before the Chapter meeting at 10 am.

ADJOURNMENT:

Meeting adjourned by Scott Swanson at 2:50 pm.

Scott Swanson, President _____

William Lynch, Secretary _____

Nebraska Chapter, ARMA, Inc.
Monthly chapter Meeting Board Minutes
Boys Town National Headquarters
Boys Town, NE
September 19, 2012

PRESENT:

Scott Swanson, President
Ane McBride, Vice President
William Lynch, Secretary
Ron York, Treasurer
Jacque Hornung, Membership Director
Su Davis, Library/Archivist
Rachelle Takemura, 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 10:10 AM.

MINUTES:

The Board approved and accepted the August 15, 2012 minutes with corrections.

TREASURER'S REPORT

Ron York distributed the August Treasurer's reports and the Board accepted the reports as submitted.

LIBRARY REPORT:

Su Davis will be attending the ARMA Annual conference in Chicago and will review books at the ARMA book store during the conference.

Su received some gift items from Omaha Streaks to be used in our raffle for our charity Project Linus.

Su reported that Retrievox has picked up the Chapters documents/boxes (11 boxes) and will store them for the Chapter at no cost.

MEMBERSHIP REPORT:

Jacque Hornung has completed recruitment letters to our vendors. Jacque is continuing to monitor the Chapter membership for those who are up for renewal.

SEMINAR REPORT:

Ane McBride has secured the Scott Conference Center as the location for our Spring Seminar. Ane has completed the Speakers Agreement form which will be sent to our two speakers for signature.

The cost of the Seminar will remain the same as last year.

PUBLIC RELATIONS REPORT:

Rachelle Takemura has found the Chapters old camera and wanted to know what to do with it. This was tabled until the October meeting.

WEBSITE REPORT:

Bill Lang reported that a few updates were made to the site and Kim Perkins was added to the managers list.

CHARITY UPDATE:

Rachelle Takemura will make an announcement at each meeting asking for cash donations or materials in order to make blankets at the October, November and December meetings.

OCTOBER SPEAKER DETAILS:

Rachelle Takemura has the meeting room booked and food has been ordered. Parking is available around the building and in the North parking lot.

Scott Swanson will pick up the speaker from the airport.

UNFINISHED BUSINESS:

Job Descriptions – This topic was tabled until the October 2012 meeting.

Program Year Brochure – Waiting to hear from the speaker for January. Once that is confirmed the brochure will be printed.

Website Update – Mark Graves and Bill Lang will review options and report back to the Board.

Chapter Documentation/Boxes – Retrievox has agreed to manage and store the Chapter documents at no charge.

NEW BUSINESS:

Based on the survey response from the membership, we will change the format of the monthly meetings and introductions.

ARMA International has informed all Chapters that we no longer will be using GARP as an acronym and instead will change the reference to “The Principles”

We are behind on getting the Board Minutes posted to our website. Bill Lynch will make sure the website is updated before our next meeting.

ADJOURNMENT:

Meeting adjourned by Scott Swanson at 10:55 AM.

Scott Swanson, President _____

William Lynch, Secretary _____

Nebraska Chapter, ARMA, Inc.
Monthly Chapter Meeting Board Minutes
BlueCross BlueShield Centre
Omaha, NE
October 17, 2012

PRESENT:

Scott Swanson, President
Ane McBride, Vice President
William Lynch, Secretary
Ron York, Treasurer
Jacque Hornung, Membership Director
Carol White, Director of Arrangements
Bill Lang, Webmaster
Mark Graves, Immediate Past President

ABSENT :

Su Davis, Library/Archivist
Rachelle Takemura, Public Relations Director

CALL TO ORDER:

The meeting was called to order by Scott Swanson at 1:20 pm.

MINUTES:

The Board approved and accepted the September 19, 2012 minutes as read.

TREASURER'S REPORT:

Ron York distributed the September 2012 Treasurer's Reports and the Board accepted the reports as submitted. Ron York will write a check to the Bill Ptacek Fund in the amount of \$250.00.

LIBRARY REPORT:

While at the ARMA Annual Conference in Chicago, Su Davis purchased books for the Chapter Library in the amount of \$450.00.

MEMBERSHIP:

Jacque Hornung reported that membership is at 95 members.

2012-2013 PROGRAM YEAR:

Mark Diamond will be the January 16, 2013 speaker and will present the topic - Hoarding Electronic Documents: Getting Employees to Stop. Carol White will add programs for the rest of the program year to the Chapter website.

SEMINAR REPORT:

Ane McBride reported that she is waiting on materials for the seminar. The Board voted to extend the Early Bird registration deadline to March 22, 2013. A block of rooms has been secured at the Marriot for a rate of \$129.00 per night.

PUBLIC RELATIONS REPORT:

No report.

WEBSITE REPORT:

Bill Lang will change the front page of the website as requested by Scott Swanson. The Membership Incentive Page on the website will also be updated.

CHARITY UPDATE:

It was reported that the Chapter has currently met its quota for assembling blankets for the Project Linus charity but members are still asked to join the group at 11:00 am prior to the meeting for “tying” blankets. Cash donations are also being solicited.

NOVEMBER MEETING

Bill Lang has the meeting room booked and food has been ordered. The menu will be Asian chicken provided by Beacon Hills Catering. Mike Salvarezza, the speaker, will rent a car at his own expense.

UNFINISHED BUSINESS:

Job Descriptions: Topic was tabled until the November 14, 2012 meeting.

Program Year Brochure: Brochure will now be printed since Mark Diamond has been scheduled to be the January 16, 2013 speaker.

Board Minutes: Bill Lynch has updated the Board Minutes section of Chapter website which is now current.

NEW BUSINESS:

Chapter By-Laws: A discussion was held regarding the process for changing the Chapter by-laws. ARMA International review is required along with approval of two-thirds of the active membership.

ARMA website hosting: Mark Graves and Bill Lang will review options and report back to the Board.

NEXT BOARD MEETING:

Upcoming Board Meeting: Wednesday, November 14, 2012 after the Chapter Program at Lincoln Electric System, Lincoln, NE.

ADJOURNMENT:

Meeting adjourned by Scott Swanson at 2:15 pm.

Scott Swanson, President _____

William Lynch, Secretary _____

**Nebraska Chapter, ARMA, Inc.
Monthly Chapter Meeting Board Minutes
Lincoln Electric System
Lincoln, NE
November 14, 2012**

PRESENT:

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

CALL TO ORDER:

The meeting was called to order by Scott Swanson at 1:25 pm.

MINUTES:

The Board approved and accepted the October 17, 2012 minutes as read.

TREASURER'S REPORT:

Ron York distributed the October 2012 Treasurer's Reports and the Board accepted the reports as submitted.

LIBRARY REPORT:

Su Davis reported that she has received a number of requests from members who had forgotten the website password to use when checking out materials from the Chapter Library. The Board discussed whether the password should be posted on the website or announced at Chapter meetings. The topic will be discussed again at the December 19, 2012 meeting.

MEMBERSHIP:

Jacque Hornung reported that membership is at 90 - 94 members. A letter to prospective new members will be sent out at the end of December 2012.

SEMINAR REPORT:

Ane McBride reported that she is applying for authorization to award CRM and CLE credit for the seminar. E-mails to potential vendor sponsors have been sent out with no confirmations received as yet. The suggestion was made Ane McBride to explore the possibility of having one the University of Nebraska-Lincoln ("UNL") coaches speak at the seminar. Bill Lynch suggested UNL Head Basketball Coach Tim Miles as a possibility and will contact his office.

PUBLIC RELATIONS REPORT:

The Board discussed the possibility of the Chapter doing a newsletter. Su Davis thought a newsletter would be a lot of work and the idea was tabled for possible consideration at a later date.

WEBSITE REPORT:

The Board discussed the time frame which an open job position should be posted on the Chapter website. A recommendation of a two to three month period was discussed and accepted by the Board. Mark Graves asked that his e-mail address be updated to mark@markgraves.com.

CHARITY UPDATE:

To date the Chapter has assembled 21 blankets for the Project Linus charity. It was also mentioned that more small size blankets are needed. Members are still asked to join the group at 11:00 am prior to the meeting for "tying" blankets. Cash donations are also still being solicited.

DECEMBER MEETING

Su Davis reported that the arrangements for the December 19, 2012 meeting were almost complete. The Board voted to have an Ugly Christmas Sweater Contest as part of the festivities with trophies/prizes for 1st and 2nd place. Members are also encouraged to donate a wrapped gift for the Charity Auction.

UNFINISHED BUSINESS:

Job Descriptions: Board members reviewed the draft job descriptions provided by Scott Swanson and submitted changes for his consideration. Revised job descriptions will be discussed again at the December 19, 2012 meeting.

ARMA Website Hosting: The subject of ARMA hosting the Chapter website was discussed again with questions arising regarding how reservations, payments and billing would be handled. Mark Graves and Bill Lang will review the situation and report back to the Board. ARMA hosting of the Chapter website will be revisited again at the December 19, 2012 meeting.

NEW BUSINESS:

Chapter Leadership E-mail Addresses: A discussion was held regarding using generic e-mail passwords for the offices of President, Vice President, Treasurer and Secretary. The topic will be revised again at the December 19, 2012 meeting.

NEXT BOARD MEETING:

Upcoming Board Meeting: Wednesday, December 19, 2012 after the Chapter Program at Parker's Smokehouse, Ashland NE.

ADJOURNMENT:

Meeting adjourned by Scott Swanson at 2:20 pm.

Scott Swanson, President _____

William Lynch, Secretary _____

Nebraska Chapter, ARMA, Inc.
Monthly Chapter Meeting Board Minutes
Parker's Smokehouse
Ashland, NE
December 19, 2012

PRESENT:

Scott Swanson, President
Ane McBride, Vice President
Ron York, Treasurer
Jacque Hornung, Membership Director
Su Davis, Library/Archivist
Rachelle Takemura, Public Relations Director
Carol White, Director of Programs
Mark Graves, Immediate Past President

Absent:

William Lynch, Secretary
Bill Lang, Webmaster

CALL TO ORDER:

The meeting was called to order by Scott Swanson at 1:45 PM.

MINUTES:

The Board approved and accepted the November 14, 2012 minutes.

TREASURER'S REPORT

Ron York distributed the November Treasurer's reports and the Board accepted the reports as submitted.

LIBRARY REPORT:

Su Davis purchased the Glossary of Records Terms for the Chapter library.

MEMBERSHIP REPORT:

Jacque Hornung has completed recruitment letters for our membership recruitment drive and will mail these out in January.

SEMINAR REPORT:

Ane McBride has secured Knowledge Lake as our first vendor for the Spring Seminar and TD Ameritrade will be a gold sponsor. Ane continues to look for a morning speaker and has several leads to follow up. Ane will start working on the brochure in January.

PUBLIC RELATIONS REPORT:

Rachelle Takemura notified the Board that we are out of space for photos. The Board has given the ok to purchase more space. Rachelle still has the old Chapter camera.

WEBSITE REPORT:

Bill Lang was unable to attend this meeting. No report.

CHARITY UPDATE:

Rachelle Takemura and Ron York announced that the Chapter has donated over \$1500 and 30 blankets for Project Linus.

JANUARY SPEAKER DETAILS:

Carol White has the meeting room booked and food has been ordered. Parking is available around the building. Bill Lynch is the Chapter host.

Scott Swanson will pick up the speaker and take him out to dinner on Tuesday evening.

UNFINISHED BUSINESS:

Job Descriptions – Revised and will be reviewed in January.

Library Password – Su will notify the membership and will review this at the 2013 summer Board meetings.

Website Update – Mark Graves and Bill Lang will review options. No report this month.

Chapter Email Address – Tabled until the January Board Meeting.

NEW BUSINESS:

MRM Leadership Conference will be held in Denver in July of 2013. Details will be provided later by the Region Leadership.

ADJOURNMENT:

Meeting adjourned by Scott Swanson at 2:55 PM.

Scott Swanson, President _____

William Lynch, Secretary _____

**Nebraska Chapter, ARMA, Inc.
Monthly Chapter Meeting Board Minutes
Anthony's Restaurant
Omaha, NE
January 16, 2013**

PRESENT:

Scott Swanson, President
Ane McBride, Vice President
Ron York, Treasurer
William Lynch, Secretary
Jacque Hornung, Membership Director
Su Davis, Library/Archivist
Rachelle Takemura, Public Relations Director
Carol White, Director of Arrangements
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 December 19, 2012 minutes as read.

TREASURER'S REPORT:

Ron York distributed the December 2012 Treasurer's Reports and the Board accepted the reports as submitted.

LIBRARY REPORT:

Su Davis reported that the Chapter Library has 75% of the books listed as suggested reading for preparation for the CRM exam. It was estimated that the cost for the additional materials to complete the collection would be about \$300.00.

MEMBERSHIP:

Jacque Hornung reported that membership is at 92 members.

SEMINAR REPORT:

Ane McBride reported that the Spring Seminar Committee will get started next month. E-mails to potential vendor sponsors have been sent out with positive commitments received from Teledyne ISCO and TD Ameritrade. A title for the Spring Seminar was discussed. The draft brochure was reviewed. Suggestions regarding the layout were also discussed.

PUBLIC RELATIONS REPORT:

Rachelle Takemura reported that the photo gallery is up to date. The Board has authorized the purchase of additional space for photos. Purchase of the space is in progress.

WEBSITE REPORT:

Bill Lang reported that the incentives page was changed. Members in the News section featured Chapter members Brian Pillard and Ronda Lahm.

FEBRUARY MEETING

Ron York and Carol White reported that all arrangements have been completed. Carol White also reported that she will be on medical leave and Kim Perkins will not be able to attend. The Board discussed identifying a backup for the day of the February meeting.

UNFINISHED BUSINESS:

Job Descriptions: Revised Chapter job descriptions will be discussed again at the February 20, 2013 meeting.

Library Password: Topic will be tabled until the 2013 Board Summer Planning meetings.

ARMA Website Hosting: Bill Lang reported on his research regarding ARMA hosting of the Chapter website. Further discussion on the subject and investigation of the details will be undertaken.

NEW BUSINESS:

Use of Chapter Logo on Vendors Websites: A discussion was held regarding vendors using the Chapter logo on their websites. Scott Swanson will research and the topic will be revisited again at the February 20, 2013 meeting.

NEXT BOARD MEETING:

Upcoming Board Meeting: Wednesday, February 20, 2013 after the Chapter Program at the Scott Conference Center, Omaha NE.

ADJOURNMENT:

Meeting adjourned by Scott Swanson at 2:30 pm.

Scott Swanson, President _____

William Lynch, Secretary _____

Nebraska Chapter, ARMA, Inc.
Monthly Chapter Meeting Board Minutes
Scott Conference Center
Omaha, NE
February 20, 2013

PRESENT:

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

ABSENT:

Carol White, Director of Arrangements

CALL TO ORDER:

The meeting was called to order by Scott Swanson at 1:10 pm.

MINUTES:

The Board approved and accepted the January 16, 2013 minutes as read.

TREASURER'S REPORT:

Ron York distributed the January 2013 Treasurer's Reports and the Board accepted the reports as submitted.

LIBRARY REPORT:

Su Davis reported that a new ARMA International publication on Workshop Prep for the CRM was available for \$250.00. The Chapter will consider potential purchase as part of next year's budget.

MEMBERSHIP:

Jacque Hornung reported that membership is at 89 members.

SEMINAR REPORT:

Ane McBride reported on the spring seminar arrangements to date. The Board also discussed the pricing schedule with related benefits for sponsors and exhibitors. Exhibitors to date include DataBank, eDocument Resources, and KnowledgeLake. Sponsors to date include Ameritas, BlueCross BlueShield of Nebraska, eDocument Resources, Fraser Stryker, LLP PC, Iron Mountain, Nebraska Public Power District, TD Ameritrade, and Teledyne Isco.

PUBLIC RELATIONS REPORT:

Rachelle Takemura reported that she has deleted some content from the photo gallery and the purchase of additional space for photos has been postponed.

WEBSITE REPORT:

Bill Lang reported that Chapter website hosting by ARMA International would cost more than our current expense and provide less capability and features. The Spring Seminar Brochure has been added to the front page and the seminar page updated.

MARCH MEETING

Jacque Hornung reported that all arrangements have been completed. Kim Perkins will assist at the meeting.

UNFINISHED BUSINESS:

Job Descriptions: Chapter job descriptions were discussed. Rachelle Takemura mentioned that the Chapter could have the BlueCross BlueShield writers review the job descriptions if desired. Prior to the March 20th meeting, Scott Swanson will e-mail revised job descriptions to the Board for final approval.

Website Update/ARMA Hosting: The Board ended the discussion regarding ARMA hosting of the Chapter website based upon Bill Lang’s report of the potential for increased costs and reduction in capability and features.

Library Checkout: The problems with the library checkout and reserve system were discussed. Bill Lang provided guidance regarding potential corrective action.

NEW BUSINESS:

Seminar Sponsor Benefit and D4 Sponsorships: Ane McBride led the discussion regarding D4 and sponsor benefits.

Werner Park Meeting, Game and Tour: Rachelle Takemura presented a change to the Chapter’s 2013-2014 program schedule. The change would involve: (1) Change the Board summer planning meetings from July & August 2013 to August & September 2013, and (2) July 2013 would be a regular business meeting with a tour of Werner Park and a Omaha Royals baseball game all for the price of \$23.00. No charge for the meeting room. Prior to the March 20th meeting, Scott Swanson will e-mail the Board asking for approval or rejection of the change.

NEXT BOARD MEETING:

Upcoming Board Meeting: Wednesday, March 20, 2013 after the Chapter Program at Ameritas, Lincoln, NE.

ADJOURNMENT:

Meeting adjourned by Scott Swanson at 2:05 pm.

Scott Swanson, President _____

William Lynch, Secretary _____

**Nebraska Chapter, ARMA, Inc.
Monthly Chapter Meeting Board Minutes
Ameritas
Lincoln, NE
March 20, 2013**

PRESENT:

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

CALL TO ORDER:

The meeting was called to order by Scott Swanson at 1:20 pm.

MINUTES:

The Board approved and accepted the February 20, 2013 minutes as read.

TREASURER'S REPORT:

Ron York distributed the February 2013 Treasurer's Reports and the Board accepted the reports as submitted.

LIBRARY REPORT:

Su Davis reported that no new additions were made to the library this past month. The purchase of new materials will start again with the 2013-2014 budget cycle. Bill Lang reported that he has implemented a revised password process for library checkout.

MEMBERSHIP:

Jacque Hornung reported that membership is at 88 members.

SEMINAR REPORT:

Ane McBride reported on the spring seminar arrangements to date. Ron York reported that current spring seminar attendance numbers are 43 registrations, 12 exhibitor attendees, and 2 speakers. Projected revenue to date is \$9,849.94.

PUBLIC RELATIONS REPORT:

Rachelle Takemura reported that she has deleted some spam and created additional space.

WEBSITE REPORT:

Bill Lang reported that he will: (1) change the password for Chapter members, and (2) list Carol White instead of Kim Perkins after the Spring Seminar as the contact for the May and June meetings.

MAY MEETING

Carol White reported that all arrangements have been completed but that she still needs the speaker biography for posting on the Chapter website. Kim Perkins will assist at the meeting.

AWARDS COMMITTEE

Jacque Hornung and Mark Graves reported that they were still receiving nominations. The theme for the June meeting will be announced at a later date.

UNFINISHED BUSINESS:

Website Update/ARMA Hosting: After discussion, the Board decided not to have ARMA host the Chapter website.

Library Checkout: The problems with the library checkout and reserve system have been addressed by Bill Lang.

NEW BUSINESS:

Ron York reported that the \$20.00 fee has been paid to register the non-profit status of the Chapter with the State of Nebraska.

A discussion was held regarding the company sponsorship/hosting for monthly meetings. The Board voted unanimous on the motion that "Any company or entity that is hosting a monthly meeting at no cost would receive the membership rate for company or entity staff at that time".

The Board discussed the use of Facebook and Mobile Apps for meeting promotion and Chapter awareness.

The Board discussed and agreed to use a PowerPoint presentation at the beginning of each meeting, promoting the next meeting and vendors. Rachele Takemura was asked to take the lead on the initiative.

The Board voted unanimous on the motion that the Chapter dues for 2013-2014 will remain at \$40.00

LEADERSHIP CONFERENCE

The Midwest/Rocky Mountain Region 2013 Leadership Conference will be held in Denver, CO from July 20th to July 24th.

NEXT BOARD MEETING:

Upcoming Board Meeting: Wednesday, May 15, 2013 after the Chapter Program at the Scott Conference Center, Omaha, NE.

BOARD SUMMER PLANNING MEETINGS

Wednesday, July 10, 2013 and Wednesday, August 14, 2013 were selected as the dates for the Board summer planning meeting. The July meeting will start at 8:30 am and be held at the Ron York Residence in Valley, NE and the August meeting will start at 8:30 am and be held at Ameritas in Lincoln.

ADJOURNMENT:

Meeting adjourned by Scott Swanson at 2:20 pm.

Scott Swanson, President _____

William Lynch, Secretary _____

Nebraska Chapter, ARMA, Inc.
Monthly Chapter Meeting Board Minutes
Scott Conference Center
Omaha, NE
May 15, 2013

PRESENT:

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

ABSENT:

Carol White, Director of Arrangements

CALL TO ORDER:

The meeting was called to order by Scott Swanson at 1:15 pm.

MINUTES:

The Board approved and accepted the March 20, 2013 minutes as corrected.

TREASURER'S REPORT:

Ron York distributed the March and April 2013 Treasurer's Reports and the Board accepted the reports as submitted.

LIBRARY REPORT:

Su Davis reported that a publication dealing with e-Discovery regarding the Laura Zubulake v. UBS Warburg matter was added to the collection. A PowerPoint presentation will be prepared for the June meeting highlighting books related to the program topic.

MEMBERSHIP:

Jacque Hornung reported that membership is at 86 members.

SEMINAR REPORT:

Revenue for the Spring Seminar was reported to be approximately \$ 8,249.00. It was suggested that the 2014 Spring Seminar also be held at the Scott Center in Omaha, NE.

PUBLIC RELATIONS REPORT:

Rachelle Takemura reported that Spring Seminar pictures were posted to the Chapter website. Updating and using the Chapter's Facebook page for public relations was discussed.

WEBSITE REPORT:

Bill Lang reported that the Spring Seminar survey results were positive.

JUNE MEETING

Mark Graves will confirm that Julie Colgan will be the featured speaker at the June meeting. A projector will be needed for the meeting. A PowerPoint presentation will be prepared promoting the next meeting and vendors.

UNFINISHED BUSINESS:

Updating of the Chapter website was discussed.

Use of PowerPoint at the beginning of each meeting, promoting the next meeting and vendors was discussed.

NEW BUSINESS:

Bill Lynch will update the Board Minutes on the chapter website.

LEADERSHIP CONFERENCE

The Board discussed hosting the 2016-2017 Midwest/Rocky Mountain Region Leadership Conference in Omaha, NE. A committee is to be set up to explore the initiative.

ARMA ROADSHOW

The Board discussed hosting the ARMA Roadshow in October 2014.

NEXT BOARD MEETING:

Upcoming Board Meeting: Wednesday, June 19, 2013 after the Chapter Program at Mahoney State Park, Ashland, NE.

ADJOURNMENT:

Meeting adjourned by Scott Swanson at 2:15 pm.

Scott Swanson, President _____

William Lynch, Secretary _____

**Nebraska Chapter, ARMA, Inc.
Monthly Chapter Meeting Board Minutes
Mahoney State Park
Ashland, NE
June 19, 2013**

PRESENT:

Scott Swanson, President
Ane McBride, Vice President
William Lynch, Secretary
Jacque Hornung, Membership Director
Su Davis, Library/Archivist
Carol White, Director of Arrangements
Bill Lang, Webmaster
Mark Graves, Immediate Past President

ABSENT:

Ron York, Treasurer
Rachelle Takemura, Public Relations Director

CALL TO ORDER:

The meeting was called to order by Scott Swanson at 1:35 pm.

MINUTES:

The Board approved and accepted the May 15, 2013 minutes as read.

TREASURER'S REPORT:

Ron York distributed the May 2013 Treasurer's Reports prior to the meeting and the Board accepted the reports as submitted.

LIBRARY REPORT:

Su Davis conducted an inventory of the collection and reported that 5 or 6 books are not accounted for. Su Davis is preparing to transfer the collection to Cindy Dulas, the incoming 2013-2014 Library/Archivist.

MEMBERSHIP:

Jacque Hornung reported that membership is at 82 members.

PUBLIC RELATIONS REPORT:

No report.

WEBSITE REPORT:

Bill Lang reported that all but one of the website renewal fees have been paid.

UNFINISHED BUSINESS:

Updating of the Chapter website was discussed.

Use of PowerPoint at the beginning of each meeting, promoting the next meeting and vendors was discussed.

The Board minutes on the Chapter website was updated by Bill Lynch.

NEW BUSINESS:

The Board discussed the Chapter's Records Retention Schedule.

CHAPTER ELECTIONS:

The following members have been elected to the board:

- President – Ane McBride
- Vice President – Donna Widhalm
- Secretary – Su Davis
- Treasurer – Ron York

Appointed board members:

- Past President – Scott Swanson
- Membership – Jacque Hornung
- Public Relations – Rachelle Takemura
- Program Arrangements – Carol White
- Library/Archives – Cindy Dulas
- Webmaster – Mark Graves

NEXT BOARD MEETING:

Upcoming Board Summer Planning Meeting: Wednesday, July 10, 2013 starting at 8:30 am at Ron York’s home in Valley, NE.

ADJOURNMENT:

Meeting adjourned by Scott Swanson at 2:20 pm.

Scott Swanson, President _____

William Lynch, Secretary _____