

**ARMA Nebraska
Planning Meeting
July 10, 2013
Valley, NE
Begin at 9:00**

Present:

Ane McBride, President
Donna Widhalm, Vice President
Su Davis, Secretary
Ron York, Treasurer
Jacque Hornung, Membership Director
Cindy Dulas, Librarian/Archivist
Carol White, Director of Arrangements
Mark Graves, Webmaster
Scott Swanson, Immediate Past President

Absent:

Rachelle Takemura, Public Relations

Call to Order:

Ane called ed the meeting to order at 9:04

Minutes:

Approved with the addition of the election results and the appointments.

Spring Seminar:

When: April 16, 2014
Where: Scott Conference Center in Omaha
Program: From Theory to Practice in an Ever-Changing Digital World
Speakers: Lorie Fischer, Sarah Flanagan, and Arleen Benardi

Board members agreed to allow participating vendors to offer their customers a special registration rate which would be the membership rate (saving \$30) to attend the Seminar.

Seminar Committees: At the September meeting, Donna will announce the Seminar committees and inform members that committee meetings will begin in October. Suggested committees include: vendors, gift bags, awards, marketing, etc. It was also suggested that Donna make contact with vendors at the Conference in Las Vegas.

~~A \$400 grant from Midwest/Rocky Mountain Region was received for our spring seminar.~~

Web Master:

Mark Graves announced that he is planning a major update to the chapter's website. He would like to have a platform where it is easy for the board to make changes instead of asking the webmaster and is researching to find something that will work the best. Mark is looking at "Constant Contact" for their events registration and management, pay pal, etc. Cost would be around \$40 per month, before discounts. Also looking at Flickr for putting pictures on the website.

All pages need to be updated. Board members are to continue using the current web pages until Mark completes the project.

The website will cost about \$500 per year. ~~and~~ Some money will be taken out of the Public Relations Budget to help cover the cost. Discussion will continue at the next planning meeting.

Board Member pictures for the web will be taken at the next planning meeting..

Budget

~~Ayn~~ Ane proposed that the board order note cards to have available for thank you's, congratulations, etc.

Ron sent out the new income and expense form to all board members making it more user friendly.

Board members are to review the budget and report any changes at the next planning meeting.

The budget will be refined at the next planning meeting.

Annual Charity

Jacque proposed two Lincoln charities, Sewing for Babies and Fresh Start. Su moved to select Fresh Start, Scott seconded. The board approved Fresh Start, a transitional living residence for adult homeless women who do not have children in their custody.

Chapter Retention Schedule

Ane moved that Scott review the chapter's retention schedule, Ron second. Board approved.

Chapter By-Laws

Ane asked that the board members need to review the by-laws in order to update and approve. Board member descriptions need to be updated.

Ane will check at the Leadership Conference to see what the chapter needs to update in order to be compatible with the bylaws of ARMA International, for example the new membership rates.

Tabled until next month.

Leadership Conference

Ane and Donna will be attend.

The chapter's presentation was discussed and three slides were chosen. For success, Ane will talk about the Chapter's January meeting, for challenge, decreasing membership and June's low attendance meeting, and the one just to talk about, will be the chapter's charity, Project Linus.

Discussed proposing that the Leadership Conference be held in Omaha 2015. Ane will need to make a presentation, get a video clip from Omaha Visitor's Bureau and get some handouts. Ane appointed Scott and Mark as co-chairs for this project.

A \$400 grant from Midwest/Rocky Mountain Region was received to be utilized by the chapter to assist in sending the President and VP the 2013 Leadership Conference.

Membership Incentive Programs

Julie Colgan, ARMA International's President-Elect made the suggestion of having the chapter join other organizations such as Chamber of Commerce, Rotary, etc. and attend the meetings regularly to bring in new members. Ane asked board members to bring suggestions to the next planning meeting.

Iron Mountain: Contact is Nisse Christopherson. Need to check to see if they will continue their funding the meeting drawing. Need to ask about their sponsorship and their donation to the Seminar. – Ron is following up with Nisse

New Membership Recruitment from Access- continue and see how it goes for another year. Ron will contact Access regarding their continuation for funding.

Free June Meeting: Will keep the incentive for attendance at other meetings.

Chapter Leader of the Year and Chapter Member of the Year Award will both be awarded \$100.

A new award will be added for the vendor who showed continued support throughout the year. –And the vendor should be notified prior to award so a representative is at the meeting to accept award.

Bosses Day, Legal Day and IT Day will continue and professional guests will attend at the member price. Program topics will continue to be specific to the group.

Discussed how to get new members through targeted marketing; recruit new vendors; and handing out recruitment awards at monthly meeting when new members are given their membership certificate and pins instead of waiting until the June meeting.

Ane moved that the new membership recruitment increase to \$25.00 for each member recruited. Jacque second. Board approved.

Meeting Planning for 2013-2014

Overall Theme - tabled

Lunch Costs - Ron moved to retain the cost of the meetings. Jacque second. Board approved.

Discussed advertising meetings on Facebook and LinkedIn - Rachelle set up a group for ARMA Nebraska. Discussed making sure information gets out on both sites and twitter, which needs to be set up.

Meetings will include some type of computer presentation that can run on the screen prior to each meeting. Ane will look at 'Cool Tools' for schools for various software tools to run prior to each meeting. Board members are asked to think about what should be shown such as promoting library books, next meeting, announcements, and possibly vendors. Tabled until next planning meeting.

September – tour

When: September 18, 2013

Where: Wyuka Cemetery

Speaker: Ed Zimmer/Mike H.

Host: Ane McBride

October – Bosses Day

When: October 16, 2013

Where: Blue Cross Blue Shield

Speaker: Fred Pulzello, Measuring the Effectiveness of Your RIM Program

Host: Carol White

November –

When: November 20, 2013

Where: Scott Center

Speaker: Mimi Dionne, Sharepoint

Host: Mark Graves

December – Charity Auction (Auctioneer, Tom Shulte)

When: December 18, 2013

Where: Parker's Steakhouse

Speaker: Jacque Hornung, Innovative Leadership for Records Managers

Host: Cindy Dulas

January – Legal Day

When: January 14, 2014

Where: Scott Center or TD Ameritrade (TBD)

Speaker: D4 (David Hirte), Predictive Coding

Host: Su Davis

February –

When: February 19, 2014

Where: Scott Center

Speaker: Sue Gerrity, TRW's Implementation of Information Governance

Host: Ron York

March –

When: March 19, 2014

Where: Ameritas

Speaker: Neil Simons, Surviving a Records Audit

Host: Jacque Hornung

April - Spring Seminar

When: April 16, 2014

Where: Scott Center

Speaker: Laurie Fisher, Arlene Bermardi, Sara Flanagan, From Theory to Practice in an Ever-Changing Digital World

Host: Donna Widhalm

May – IT Day

When: May 21, 2014

Where: Antony's

Speaker: Carol Stainbrook, Translating Retention Policies into Effective ESI System "Rules"

Host: Rachelle Takemura

June – Awards Program

When: June 18, 2014

Where: Scott Center

Speaker: John Downs, EDRM

Host: Scott Swanson

(keep awards down to 30 minutes; door prizes throughout lunch)

Action Items

Contact speakers, confirm dates, get bios and pictures, get fees, equipment needs,

Carol will book locations

Rachelle to draft of program brochure

Ron will get information regard cash reserve CD

Ron will prepare the budget

Treasury Audit - Paul Barnett of Ameritas will be contacted to perform the audit

Adjourned at 3:00

Next meeting: August 21, 2013, Ameritas, 8:30 am.

**ARMA Nebraska
Summer Planning Meeting
August 14, 2013
Ameritas**

Present:

Ane McBride, President
Donna Widhalm, Vice President
Su Davis, Secretary
Ron York, Treasurer
Jacque Hornung, Director of membership
Cindy Dulas, Librarian/Archivist
Carol White, Director of Arrangements
Mark Graves, Webmaster
Rachelle Takemura, Public Relations
Scott Swanson, Immediate Past President

Called to Order:

Ane called the meeting to order at 8:45 a.m.

Minutes:

Minutes were approved.

Treasure's Report:

Ron compared this year's proposed budget \$26,775 with last year's budget \$25,775. Additions include a line for the Charity Auction and the Region Leadership Conference Scholarship.

Seminar: Proposed a change to the revenue (decreased revenue) and a change to the expenses (increased Speaker's Travel Expenses).

Award Changes: Expense changes included the leader of the year and member of the year which are now awarded \$100.00 each.

Dues: Region dues are lower due to lower membership.

Bill Ptacek Fund: agreed to send \$250 to the Midwest Rocky Mt Region for the Bill Ptacek fund.

ARMA Educational Foundation: Donna brought the tickets from the Leadership Conference. Cost is \$5 each or 5 for \$20. There are two drawings, 2 winners will be drawn in Las Vegas and 3 winners will be pulled at a drawing on May 15, 2014. The chapter will pay for the tickets at the conference in Las Vegas.

Other: The budgets for public relations and web master were combined under Web Hosting.

Membership Incentives: Access will continue to fund the Membership Recruitment Incentive (\$225) and Iron Mountain will continue to fund the Door Prize Incentive (\$500)

Spring Seminar:

Donna handed out a seminar draft with information regarding the seminar including bios from the speakers and a schedule outline. Changes were made to the schedule. Board discussed the vendors, needing more room for booths, and attendees leaving early (eliminating them from the drawings). Suggested changes to the registration form making the early bird and cancellation date the same. Donna will distribute to board members an updated draft when corrections are made.

Speakers are all set.

Cost for attendees will remain the same, \$135 for Early Bird Member, \$165 for member standard rate; \$165 for non-member Early Bird and \$195 for non-member Standard.

Registration fees - Platinum and Gold sponsor vendors may offer their customer's member rates for registration. A special code on the registration will be included on the form to identify each vendor and to track their registrations. Gold sponsors will be notified of this incentive in a letter.

Sponsors:

Platinum cost is \$1000. Only one sponsor; opportunity to give a short presentation; exhibit booth includes registration for two people; and a link on ARMA Nebraska website that directs to their website. If they sign up before the brochure is printed their logo will be included in the brochure.

Gold cost is \$300. Includes membership rates for registration.

Silver is \$200,

Bronze is \$100.

Budget - more conservative than last year.

Program 2013:

Mark motioned to increase the thank you gift card from \$35 to \$50 and Carol seconded. Motion passed. Gift card will be from Amazon.

September – Wyuka Cemetery Tour; meeting room is free and speaker's asked that the chapter donate to the Foodbank for his fee; Rachelle will match the donation; food will be catered by Hy Vee; a parking map will be developed.

October – BCBS of Nebraska; Bosses Day; looking for a speaker (suggested John Kryza from the FBI on managing electronic records), Carol will confirm.

November – Scott Conference Center; speaker, Mimi Dionne (confirmed, hotel is reserved); on implementing Sharepoint right out of the box. Mark will update the description and get a bio.

December – Parker's Smokehouse; speaker, Jacque Hornung, Amped Up - Thinking Outside of the Box; all board member will bring presents to be auctioned off; Rachelle will match the money received.

January – Ameritrade; speaker, Tom Groom, D4 (confirmed), Predictive Coding: What it is, How it works, Why you should care. Menu was shared with Carol. Meal may be sponsored by D4.

February – Scott Conference Center; Sue Gerrity (confirmed); information will be updated.

March – Ameritas; IT Day; Rachelle has a verbal agreement. Information will be updated.

April - Seminar

May - Parker's Smokehouse; information will be updated.

June - Scott Center; John Downs confirmed; awards will be streamlined to 30 minutes or less; door prizes given throughout lunch.

On the membership benefits brochures Ane suggested that there be a reminder that the chapter subsidizes the monthly costs for members.

Chapter Budget Approval:

Ron suggested that we look at the speaker's budget which was increased to \$4000.00. Also, the Web Hosting (public relations and web master) portion was to \$450.00 for website updates.

Charity Selection:

Jacque, Ane and Su will be visiting 'Fresh Start,' get some handouts and talk to the director regarding their needs.

Program Year Brochure:

Rachelle needs all information regarding the programs for the upcoming year to her by August 16th.

Leadership Conference:

Ane and Donna reported on their attendance.

Cancellations due to bad weather will be posted to the website. Members will be informed of where to find cancellations.

Look into having the membership vote on chapter leader of the year.

Need to advertise the ACEIF (education foundation) to members asking for donations and how to apply for scholarships for continuing education.

Other chapters are struggling with the new membership levels, just like Nebraska. Plan is to have a sign-up sheet at registration for sign up for committees.

Ane also talked about advertising some of the benefits of the ARMA membership, including the free 'Session of the Month' training available from the ARMA.org website. The chapter membership should be informed of the extra benefits available from International.

Unfinished Business:

Mark demonstrated the new website that he developed.

Cool Tools for schools - not at this time.

PowerPoint will be used to make announcements at chapter meetings to be shown during the networking time prior to lunch.

Chapter Documents - Ane will distribute a current copy of the ARMA Nebraska's by-laws. Jacque will review the current by-laws and bring changes, updates, etc. and will distribute it to the board members. Updated by-laws need to be sent to International by October 1.

Retention Schedule: Scott will compare the chapters to International and make any updates. Draft will be presented in September and approved in October.

MRM Region Leadership Conference will be held in Omaha for 2015. Approximately 40 people will be attending. Mark and Scott will co-chair.

Adjourned: at 2:30 pm

ARMA Nebraska
Board Meeting
September 18, 2013
Wyuka Cemetery, Lincoln, NE

Attending:

Ane McBride, President
Donna Widhalm, Vice President
Su Davis, Secretary
Ron York, Treasurer
Jacque Hornung, Director of Membership
Carol White, Director of Arrangements
Rachelle Takemura, Public Relations
Mark Graves, Webmaster

Absent:

Scott Swanson, Immediate Past President
Cindy Dulas, Librarian and Archivist

Called to Order:

Ane called the meeting to order at 10:05

Minutes:

Minutes were approved with the change.

Treasurer Report:

Reports were distributed.

Library:

A new book, "Chucking Daisies – Ten Rules for Taking Control of Your Organizations Digital Debris," was purchased.

Membership:

Currently we have 87 members including 7 new members. One of the new members came from last year's mail campaign.

Public Relations:

Mark updated the meeting registration form on the web. He will also set Carol up in Constant Contact, so that she will be able to see who is registered for what meeting. All passwords have been uploaded to Dropbox. Mark suggests that board members use Constant Contact for managing different sections (registration, membership, etc.) He also will announce the new website at today's meeting. He will look into putting shared documents on the ARMA Nebraska website for board members to use. Mark is open to any suggestions for the library and how to find books.

Seminar:

Donna reported that date, time, place, speakers, etc. for the Spring Seminar has been confirmed. The sponsor letter will be updated She is working on a signup sheet for committees. A draft of the brochure has been sent in for graphics, layout, etc. and Donna passed around the draft.

Speaker Needs for October Meeting (Bosses Day):

Rachelle is working on getting a laptop and projector for the presentation. Mark reported that there will be a special code for registering on the web that members can use to register 1 boss as a guest at 0 dollars. A special code will also be setup to allow BCBS staff to register at no cost.

2015 MRM Regional Leadership:

Tabled

PowerPoint Presentation:

Ane asked that Rachelle add a slide to the PowerPoint presentation for AIEF (ARMA International Education Foundation) to let membership know who they are and what they do.

Chapter Bylaws:

The bylaws need to be sent to International by the end of the month. One last draft will be distributed to board members for a last look.

Retention Schedule:

Tabled

Dropbox:

Mark will look into embedding the Dropbox content into a password-protected page on the ARMA Nebraska website to allow board members to access the Dropbox folder directly from the site

Adjourned at 10:48.

Next meeting October 16, 2013, BCBS, Omaha, 1:30 pm.

Ane McBride, President _____

Su Davis, Secretary _____

ARMA Nebraska
Board Meeting
October 16, 2013
BCBS, Omaha

Attending:

Ane McBride, President
Donna Widhalm, Vice President
Su Davis, Secretary
Ron York, Treasurer
Jacque Hornung, Director of Membership
Carol White, Director of Arrangements
Rachelle Takemura, Public Relations
Cindy Dulas, Librarian/Archivist
Mark Graves, Webmaster (outgoing)
Amber Roberts, Webmaster (incoming)
Scott Swanson, Immediate Past President

Called to Order:

Ane called the meeting to order at 1:35

Minutes:

Minutes were approved.

Treasurer/Budget Status Reports:

Ron distributed the September Treasurer's reports which the board accepted as submitted. He also distributed the audit letter showing everything is appropriate.

Library:

Cindy has purchased two books for the library "Email Retention and Archiving" and 3 "Catch Me If You Can" (these will be picked up at the International Conference). Also, some board member will visit the Bookstore at the Conference to see if there are any other books that may need to be purchased.

Membership:

Jacque reported that ARMA Nebraska currently has 92 members. She signed up 3 new members this month

Spring Seminar:

Donna passed around the sponsorship letter. Changes were made to the platinum and gold. Call for committee members will be posted in the website blog.

Public Relations:

Rachelle reported that she has been using Constant Contact and likes how it works. Event photos are now posted. To see all photos, just click on the photo on the web page.

Website –

Mark created forwarding addresses for all board members (armanebraska.org). Now instead of posting personal emails on the website, emails will be forwarded to board member personal email address. He also posted a new blog with information regarding Fresh Start,

this year's charity. Board members are to send info to Amber Roberts for posting future blogs.

Charity Update:

It was suggested and agreed that a notice regarding bringing donations for Fresh Start should be sent out to members attending the meeting a couple of days before the meeting in the hopes to remind attendees.

Speakers Needs for November Meeting:

Mark is waiting for Mimi Dionne to purchase her plane tickets. Everything else is going well. Next month a special code has been created to register the speaker and any prospective members who can attend at no cost.

Unfinished Business:

By-laws have been sent to National. Ane reported that Mark's comments will be reviewed for the next update.

New Business

Mark officially resigned as ARMA Nebraska WebMaster in order to take the position of Midwest-Rocky Mountain Region Coordinator. He will be responsible for taking care of Nebraska, St. Louis, Central MO and Kansas Capitol. Amber Roberts was welcomed as the new WebMaster.

Bob O'Connor has paid his membership dues and mentioned that he still owes the chapter money for the Spring Seminar 2011 and would be sending in the money.

Jacque will send out the latest draft of those who are attending, including their travel plans and contact information.

Other Business:

Mark suggested that we include a seating capacity in Constant Contact for meeting reservations so that we don't run into an over capacity issue. Constant Contact would cut off reservations when capacity is reached.

Carol reported that she is working on subject headings for the library. Open Source software that would help with searching the chapter's library holdings to find by topic. She printed off what the search would look like.

Mark demonstrated Constant Contact.

Adjourned at 2:29 pm.

Next meeting November 20, 2013, Scott Conference Center, Omaha, 1:30 pm.

Ane McBride, President _____

Su Davis, Secretary _____

ARMA Nebraska
Board Meeting
November 20, 2013
Scott Center, Omaha

Attending:

Ane McBride, President
Su Davis, Secretary
Ron York, Treasurer
Jacque Hornung, Director of Membership
Carol White, Director of Arrangements
Rachelle Takemura, Public Relations
Cindy Dulas, Librarian/Archivist
Amber Roberts, Webmaster

Absent:

Donna Widhalm, Vice President
Scott Swanson, Immediate Past President

Called to Order:

Ane called the meeting to order at 1:15.

Minutes:

Minutes were approved.

Treasurer/Budget:

Ron distributed the treasure's report to board members via Alfresco.

Library:

Cindy reported that three books were checked out at today's meeting. Four new books were entered in the library. This month's speaker suggested a book that Cindy will look into purchasing for the library.

Membership:

Jacque reported that we now have 90 members, with one in bad standing.

Seminar:

Donna sent two sample letters regarding sponsor marketing for the board's review. Board members discussed the registrations rates for the various levels and made minor changes. The Gold sponsorship level will include membership registration rates for non-members.

Public Relations:

Rachelle discussed the need for members to be informed that the emails they receive from ARMA Nebraska announce upcoming meetings. Some members may be automatically deleting these emails not knowing what they contain.

Website:

Amber reported that she added in a couple of blog entries and changed the banner. She also entered information about new books and the criteria for website awards from international for next year. An ARMA International short cut to their site will be added to ARMA Nebraska home page. Board members discussed how to get the membership list out on the webpage. The membership list will be put out on Alfresco.

Charity Update:

Jacque reported that she received some donations including a gift card was received.

Speaker Needs for the December Meeting:

Jacque will be speaking at the December meeting.

Gift card for the Auditor:

The board discussed raising the amount of the gift card to \$50. Su moved, Cindy seconded, motion carried.

Unfinished Business:

Bob O'Conner has not paid for his Spring Seminar from 2011. Ron will contact him to see if he can remit payment.

New Business:

Speaker's Agreement:

The board discussed the need to update the airfare agreement with speakers to include a statement that states that the chapter will not pay for any upgrades, including but not limited to choice seats, first class, insurance, etc.

Meeting adjourned at 2:05.

Next meeting December 18, 2013, Parker's Steakhouse, Ashland, 1:30.

ARMA Nebraska
Board Meeting
December 18, 2013
Parker's Steakhouse, Ashland

Attending:

Ane McBride, President
Su Davis, Secretary
Ron York, Treasurer
Jacque Hornung, Director of Membership
Carol White, Director of Arrangements
Rachelle Takemura, Public Relations
Cindy Dulas, Librarian/Archivist
Amber Roberts, Webmaster

Absent:

Donna Widhalm, Vice President
Scott Swanson, Immediate Past President

Called to order:

Ane called the meeting to order at 1:45

Minutes:

Minutes were approved.

Treasurer/Budget:

Ron reported that some expenses from previous months have been updated. Auction proceedings are \$1,175.00 and the chapter matched \$500.00 for a total of \$1,675.00 plus a check for \$20.00 made directly to Fresh Start.

Library:

Cindy reported that she received a request for a book out of Australia that she will be check into.

Membership:

Jacque reported we have 88 members. Amber suggested having one meeting/workshop, possibly separate from the monthly meetings for individuals new to the records management field. The Board talked about looking into having an ARMA roadshow. These will be discussed at the summer planning meeting.

Seminar:

A meeting of Spring Seminar volunteers met prior to the general meeting, and brought up the issue of finding panelists. Board discussed why we need panelists for the seminar (Mary Ott will follow up with Donna to find out more information). The board members discussed the speaker's dinner and who should be invited. Su moves that beginning this year, the Vice President and President will decide who is invited to the speaker's dinner. Amber seconded. Motion carried.

Public Relations:

Pictures from the Vegas convention should be sent to Rachelle for posting.

Website:

Amber updated several items on the website. Fresh Start will be pulled from the opening page and replaced with information regarding the Spring Seminar.

Charity Update:

Besides the money collected at the auction, members donated clothes, coats, household products, etc. to Fresh Start.

Speaker needs for January:

Su reported that the speaker has changed once again. Chuck Kellner, Senior Vice President of Discovery Engineering at D4 will be speaking. Chuck will be taking care of his own travel and transportation. Su emailed her contact at D4 and suggested that Chuck bring his own laptop.

Unfinished Business:

Bob O'Connor has paid for his 2011 Spring Seminar registration and is now in good standing with the organization.

New Business:

Ron reported that 3 people registered and paid for the December meeting using PayPal but Ron and Kim did not know that they registered. He asked that any late registrations be communicated to Ron and Kim.

Adjourned at 2:28.

Next meeting January 15, 2014 at TD Ameritrade, Omaha.

ARMA Nebraska
Board Meeting
January 15, 2014
TD Ameritrade, Omaha

Attending:

Ane McBride, President
Su Davis, Secretary
Ron York, Treasurer
Jacque Hornung, Director of Membership
Carol White, Director of Arrangements
Rachelle Takemura, Public Relations
Cindy Dulas, Librarian/Archivist
Amber Roberts, Webmaster
Scott Swanson, Immediate Past President

Absent:

Donna Widhalm

Called to Order:

Ane called the meeting to order at 12:58

Minutes:

Minutes were approved

Treasurer/Budget:

Ron reported that all is well.

Library:

Cindy reported everything is going well. She will work with Amber to get the website updated.

Membership:

Jacque reported that we now have 88 members. A couple of current members may not be renewing. Jacque also suggested a new marketing technique that would include what it would cost per day to be a member (\$.59 per day).

Seminar:

Kim asked that new lanyards need to be ordered.
Judy at NPPD will be sending the graphic design/logo for the name tags.
Amber will contact Donna to get the vendor information out on line.
Jacque said that Ameritas will be donating gift bag items.
Su passed around the certificates for board input. Board resolved the organizations name, which will be ARMA Nebraska Chapter. Su will bring a mock up to the next Seminar meeting for final approval.

There will be a seminar meeting prior to the general meeting in February. The Board discussed the logistics of the seminar code and how to distribute it to vendors.

Public Relations:

Rachelle reported that pictures from last meeting have not been posted due to a possible issue. Rachelle is working on it.

Website:

Amber reported that she just finished the update and will look at creating a career page for posting job openings.

Charity Update:

Speaker Needs for February Meeting:

Ron is hosting. The speaker only needs a ride to the airport. She may also be able to attend our board meeting. She has handouts that Rachelle will print.

Unfinished Business:

New Business:

Ane will announce that prospective employers can announce openings on the ARMA Nebraska website and Amber would put openings in a blog.

Board Members discussed how to register special guests or guests at member rates using a special code. Rachelle will send out an email that will inform members on how to sign up a guest.

Rachelle asked if someone could pick up the speaker for the March meeting. Scott offered.

At the summer planning meetings, board members will discuss hosting a half-day workshop on a topic such as general information for new to records management field or CRM or Information Governance.

Adjournment: at 2:10.

ARMA Nebraska
Board Meeting
February 19, 2014
Scott Conference Center, Omaha

Attending:

Ane McBride, President
Donna Widhalm, Vice President
Su Davis, Secretary
Ron York, Treasurer
Jacque Hornung, Director of Membership
Carol White, Director of Arrangements
Cindy Dulas, Librarian/Archivist
Amber Roberts, Webmaster
Scott Swanson, Immediate Past President

Absent:

Rachelle Takemura, Public Relations

Guest:

Sue Gerrity, ARMA Detroit Chapter

Called to Order:

Ane called the meeting to order at 1:16 pm.

Minutes:

Minutes were approved.

Treasurer/Budget:

Ron reported that the Treasurer's and Budget information was sent out and that seminar money received is less than what was received at this time last year. He reported that only three people have registered for the seminar to date.

Library:

Cindy reported that she has reorganized the books to correspond with how they are listed on the chapter's website.

Membership:

Jacque reported that the chapter has 88 members and a couple of members are going to retire. Board members discussed adding a news item about retiring members to the chapter's blog page.

Seminar:

Donna reported that she is working on sponsorship.

Public Relations:
No report.

Website:

Amber reported that she has updated the information and posted the Spring Seminar's information on the Platinum sponsor. She is looking at featuring the library, possibly posting a book of the month and one for studying for the CRM. Also, couple of vendor members need to be updated.

Speakers Needs for March Meeting (Jacque):

Rachelle is host. Amber will coordinate with Rachelle to coordinate transportation.

Unfinished Business:

Ane received information from a Futurists. Board members discussed if we should look into having one at a future meeting.

New Business:

ARMA Recognition letter – Board members discussed using 'volunteer' decal on a package of popcorn to give to members at the June meeting who volunteered during the year.

Ameritas' Endorsement Letter – Jacque reported that the chapter needs to develop a letter to recognize that they are a preferred carrier for disability income and other lines. Board member discussed the liability of doing this and agreed not to create or use an Endorsement Letter.

Membership List – Ron was asked by a member where they can get a copy of the membership list. ARMA International has the list and it can be accessed using login and password.

June speaker – Scott reported that John Downs is unable to speak, however he is following up to confirm a speaker suggested by John.

Adjourned at 2:10.

Ane McBride, President _____

Su Davis, Secretary _____

ARMA Nebraska
Board Meeting
March 19, 2014
Scott Conference Center, Omaha

Attending:

Ane McBride, President
Donna Widhalm, Vice President
Su Davis, Secretary
Ron York, Treasurer
Jacque Hornung, Director of Membership
Carol White, Director of Arrangements
Rachelle Takemura, Public Relations
Cindy Dulas, Librarian/Archivist
Amber Roberts, Webmaster
Scott Swanson, Immediate Past President

Called to Order:

Ane called the meeting to order at 1:30.

Minutes:

February minutes were approved.

Treasurer/Budget:

Ron reported that the Treasurer's and Budget information was sent out and everything is going fine. The Seminar budget is right on track.

Library:

Several board members asked Cindy to order 'Auditing for Records and Information Management Program Compliance' for the chapter library. Cindy will talk to Amber about posting library books on the Chapter's website.

Membership:

Jacque reported that the chapter now has 90 members and two new members.

Seminar:

Donna reported that the seminar committee met and all is going well. Speakers will be contacted for their travel plans, dinner, etc.

Public Relations:

Rachelle reported that the 'Register Now' pages have been set up and are looking and working great.

Website:

Amber reported that the Logos for the seminar platinum sponsors (Ameritas and DataBank) have been added to the front page of the website. She and Cindy will work on updating the library pages.

Speakers Needs for May:

Jacque reported that the speaker will need a projector and screen for his presentation. Also reservations for a hotel room will need to be made in or near Mahoney State Park. Rachelle offered to pick him up at the airport, take him to the hotel, and drive him to the meeting the next day. Amber offered to take him to the airport for his departure.

Unfinished Business:

A vote on the chapter by-laws was discussed. Carol pointed out some changes. Job description for Public Relations need to be changed. Ane asked that board members send her changes, additions, etc. so a final vote can be taken at the May meeting.

Inclement weather information should be added to the website.

Leadership Conference – Scott reported that it is on hold for this month due to some changes occurring at International. He is looking for a sponsor for the hospitality room.

New Business:

Chapter dues for 2014/2015 need to be submitted to International if we want to change, however, the board decided that there will be no change.

Seminar Incentive for next year – Jacque suggested as an incentive for members to register for monthly meetings that the first 20 people to register would be entered for a drawing for a \$50 dinner/movie gift card. Board members decided against.

June meeting –

Bill Millican will be replacing the scheduled speaker, however, the topic will not change.

Meeting adjourned at 2:25.

ARMA Nebraska
Board Meeting
May 21, 2014
Parker's Smokehouse, Ashland, NE

Attending:

Ane McBride, President
Donna Widhalm, Vice President
Su Davis, Secretary
Ron York, Treasurer
Jacque Hornung, Director of Membership
Rachelle Takemura, Public Relations
Cindy Dulas, Librarian/Archivist

Absent:

Carol White, Director of Arrangements
Amber Roberts, Webmaster
Scott Swanson, Immediate Past President

Visiting:

Mark Graves, ARMA Region Coordinator, Midwest/Rocky Mountain Region
Kim Perkins

Called to order:

Ane called the meeting to order at 1:03

Minutes:

March minutes were approved.

Treasurer:

Ron distributed statements for March and April. Over \$7,000 was made on the Spring Seminar. Discussed purchasing gift cards for Seminar volunteers.

Library:

Cindy reported that two checked out books. All is going well.

Membership:

Jacque reported that the chapter now has 89 members, 2 new members and 8 prospective members.

Seminar:

Ribbons: Kim reported that she has checked out several places to purchase ribbons for name tags for special identification, including on-line, and will choose where to order them from.

Seminar for next year: An incentive to get more to register earlier was discussed and tabled for summer planning.

Typos for next year: Agenda times and others errors will need to be fixed for next year's handout.

Speaker: Board is asked to bring suggestions to the summer planning.

Registration: Anyone wishing to attend will need to register on-line only. Board members will discuss the logistics at summer planning.

Public Relations:

Rachelle reported that adjustments were made in Constant Contact and she is the contact should there be any problems.

Website: No report.

Speaker needs for June meeting:

Scott reported that he has it all planned.

Unfinished Business

Bylaws – International had several questions regarding the bylaws that were discussed and will be resolved. Discussion will continue at summer planning.

Regional Leadership Conference:

Mark, Ane and Donna will be attending, July 13 to 16.

Planning Meetings:

Summer planning meetings have been set up for the following times:

June 25th – Blue Cross, 8:30

July 30th – Ameritas, 8:30.

Board Position:

Carol White turned in her resignation as Director of Program Arrangements. Ane appointed Kim Perkins to the position with the approval of the Board of Directors.

Ron reported that David Thomas at Access is interested in being on the Board. Ron asked if David could become his assistant and train for possibly becoming the Treasurer next session (2015-2017).

Meeting adjourned at 2:10.

Ane McBride, President _____

Su Davis, Secretary _____

ARMA Nebraska
Board meeting
June 18, 2014
Scott Conference Center, Omaha, NE

Attending:

Ane McBride, President
Donna Widhalm, Vice President
Su Davis, Secretary
Ron York, Treasurer
Jacque Hornung, Director of Membership
Cindy Dulas, Librarian/Archivist
Kim Perkins, Director of Arrangements
Amber Roberts, Webmaster
Scott Swanson, Immediate Past President

Absent:

Rachelle Takemura, Public Relations

Called to Order:

Ane called the meeting to order at 1:35.

Minutes:

May minutes were approved.

Treasurer:

Ron distributed statements for May. He reported the year as a success considering what was proposed at the beginning of the year. He also suggested that next year gift cards should be given to winners in the Iron Mountain drawing instead of cash.

Library:

Cindy reported that a new book was added to the library and was immediately checked out. Amber and Cindy are working on updating the library section on the website looking at a way to search for books and developing a book review on the website blog.

Membership:

Jacque reported that the chapter now has 87 members, 3 members did not renew; however, there are several prospective members.

Public Relations:

Rachelle was absent, but she sent out an email notifying board members that she booked a room at BCBS for the November meeting and is looking at the Information Assurance Professional Program (a certification through ARMA) as the topic for this meeting.

Website:

Amber will remove the logos and links of the Platinum supporters from the web in July. Updating and changes, such as posting handouts and presentations to the website will be discussed more at the summer planning meetings.

Unfinished Business

Chapter By-Laws:

Tabled. The by-laws will be discussed at the summer planning meetings.

New Business

Ane thanked board members for their participation.

Summer Planning Meeting:

Meetings are scheduled for June 25 at BCBS and July 30 at Ameritas. Both meetings will begin at 8:30. Amber will not be able to attend the June meeting.

MRM Leadership:

Mark, Ane, and Donna will be attending, scheduled for July 13 – 16 in Bismarck, ND. Ane reported that the chapter has not heard if we will be hosting next year's MRM Leadership Training. Scott volunteered to prepare a short presentation for Ane to present in Bismarck should we get confirmation.

Spring Seminar:

Donna reported that she has confirmed with Mark Diamond to be the speaker at the 2015 Spring Seminar. He will do 2 – 90 minute sessions with a panel discussion. The panel discussion was very well received at the last Spring Seminar.

Meeting Attendance:

Ron will distribute the meeting numbers so board members can determine where meetings should be held to reach as many members as possible. He reported that Parker's Smokehouse in Ashland has been low.

September "Tour" Meeting:

Board members discussed possible locations for the September meeting which usually includes a tour. Suggestions included The Mormon Center and the Arch dioceses of Omaha. Amber volunteered to host the September meeting and will check out the suggestions.

Adjourned at 2:04.

Ane McBride, President _____

Su Davis, Secretary _____