

ARMA Nebraska
Summer Planning Session
June 25, 2014

Attending:

Ane McBride, President
Donna Widhalm, Vice President
Su Davis, Secretary
Ron York, Treasurer
Jacque Hornung, Director of Membership
Cindy, Librarian/Archivist
Kim Perkins, Director of Arrangements
Rachelle Takemura, Public Relations
Scott Swanson, Immediate Past President

Absent:

Amber Roberts, Webmaster

Guest:

David Thomas, Access

Call to Order:

Ane called the meeting to order at 8:53.

Minutes:

June 18th minutes were approved.

Opening Remarks:

Ane thanked everyone for coming and welcomed new member, Kim Perkins and guest, David Thomas, who will be assisting Ron York in the duties of treasurer. Ane noted that board members should ask for help if needed.

Spring Seminar 2015:

The Spring Seminar is scheduled for April 15, 2015 at the Scott Conference Center in Omaha. Mark Diamond has been confirmed as the speaker and is scheduled to do two 90 minutes sessions with two panel discussions. He will not be charging a speaker fee. The chapter will pay for his travel and lodging accommodations. Board members discussed various topics that Mark may speak on. Donna will contact Mark to get his feedback on topics.

Ron offered to review the contract.

The Board discussed increasing the cost of the seminar to:

Early bird: \$150 for members and \$175 for non-members

Regular: to \$170 for members and \$195 for non-members.

Motion made by Ron to approve registration fees, Jacque seconded. Motion passed.

Seminar Schedule:

7:30 – 8:30 Breakfast

8:30 – 8:45 Announcements and Introductions

8:45 – 10:15 Session

10:15 – 10:45 Break
10:45 – 11: 45 Panel
11:45 – 12:45 Lunch
12:45 – 2:15 Session
2:15 – 2:45 Break
2:45 – 3:45 panel
3:45 – 4:00 Wrap-up

Gift Cards: The Board agreed that gift cards for committee members will no longer be given. Committee members can be nominated for 'special' awards given at the end of the program year.

Speaker's Dinner: Invites will be determined by the President and Vice President.

Paperless Registration: The Board decided that only on-line registration will be offered for the Spring Seminar. There will be no option to 'pay at the door' only checks (paid in advance) or pay by credit card. Rachelle will update Constant Contact so that only credit and checks will be accepted. A paper brochure will continue to be printed and mailed out.

Webmaster:

Individual pictures of the Board will be taken at the next summer planning session for new Board members and others who want to update their photo on the website.

Budget Request for 2014-2015:

Tabled until the next planning session. Ron asked board members to think about what they will need for next year and if they have any additions.

Leadership Conference in Omaha in 2015:

Ane reported that it is still unknown if Nebraska will be hosting the Leadership Conference in 2015. There is talk about having a bigger regional leadership conference by joining with other regions.

Annual Charity Nomination/Decision (Omaha):

The Board discussed some possibilities: Women's Center for Advancement (Amber is checking it out) and Youth Emergency Services (YES) (Donna is checking it out). Rachelle noted that it would be nice to have a charity where members can bring items from home to donate.

Chapter Retention Schedule:

Scott who volunteered last summer to review the schedule reported that the only change that was needed is how the Chapter Website is retained. The changes will be sent to Ane for Board signatures at the next planning session.

Chapter By-Laws:

Ane distributed the final draft of the by-laws. Ane moved to accept the by-laws that were approved by ARMA International. Ron seconded. Motion passed.

Retirement/Honorary Membership:

The Board decided that honorary memberships will be handed out on a case by case basis. Ane will make an announcement at the next membership meeting asking members to inform the Board of any members that are retiring.

Membership Incentive Programs:

Member Attendance (Iron Mountain) – Ron will talk to Dal at Iron Mountain to see if they want to continue. David said that Access may be interested should Iron Mountain opt out.

Free June Meeting (6 meetings plus seminar) – The Board discussed the value of this incentive. Scott suggested and the Board agreed that this should be dropped for the upcoming year to see if there is any effect in attendance.

New Member Recruits (Access) – each member who recruits a new member will receive \$25.00. Any monies remaining, will be put in a drawing at the June meeting. Only members who recruit new members will be eligible for the drawing.

Legal Day (member rate) – continue.

New Member Recruitment (Access) – continue.

Boss's Day (free to non-member bosses) – continue.

IT Day (member rate) – continue.

Meeting Planning for 2014-2015

Theme: None at this time.

Lunch/Registration Costs:

The Board discussed what it costs the chapter to hold monthly meetings and if an increase to registration is needed. Members need to know that ARMA Nebraska is subsidizing some of the cost of the meals before we increase the cost of the monthly meeting. Ane will make an announcement at the next membership meeting informing members that the Chapter's costs for monthly meetings is increasing and we may need to increase the registration fee for monthly meetings.

September 17 (Amber) – Amber is checking a couple of places for the meeting and tour. Possibilities include the Ford Conservation Center, the Archdiocese of Omaha, or the Mormon Trail Center. Location will be determined on which one Amber sets up.

October 15, Bosses Day, Scott Conference Center (Su) – Su will contact Rick Otto with D4 to speak on Computer Forensics.

November 9, BCBS (Rachelle) – Rachelle has booked the room, BCBS will pay for the food, and the facilitator has been scheduled. Tom Kocando, an information assurance professional will speak on the Information Assurance Professional Certification

December 17, Scott Conference Center (Ron)– Rapid Fire (10 minutes each topic) Ron on how to audit a vendor, Mark on disaster and other possible speakers (possibly Robin, Cheri, Jennifer, Mary O). Su will also check with D4 to see if they may do something on 'Wearable Devices.' Looking at asking Tom Schulte to assist with the auction.

January 21, TD Ameritrade (Jacque) – Jacque will contact Jason Stearns to speak on the Care and Feeding of Your Information Governance Structure.

February 18, Legal Day, Lincoln (Kim) – Kim will contact Carol Stainbrook, to speak on the Federal Rules of Civil Procedure.

March 18, Scott Conference Center (Cindy) - Cindy will contact Kenneth Withers, Sedona Conference, to speak on the vision of Information Governance in 2020.

April 15, Scott Conference Center (Donna) – Spring Seminar – Mark Diamond, see “Spring Seminar 2015” above for additional information.

May13, Ameritas, Lincoln (Ane)- Ane will contact Susan Cisco to speak on Back to the Future. (note: this was moved up a week because of MER)

June 17, Scott Conference Center (Scott) – Scott will try to get the Fred Puzello President of ARMA or Brian Stark, the region manager, to attend and swear in new board. This meeting will also include handing out the annual awards.

Speaker's Agreement:

Ane and Jacque are working on updating the speaker's agreement.

Meeting Locations:

Kim checked with Mahoney and reported that if we use them in the lodge we will need to use the Mahoney menu. If we use the Riverside Lodge, we could bring in our own caterer or use Parker's Smokehouse Catering.

ARMA International Awards:

The Board discussed applying for some of the ARMA International Awards and decided against it.

Brochure for Monthly Meetings:

The Board decided that instead of a tri-fold brochure, Rachelle will develop a single page brochure that can be posted to the web and printed off so Jacque can bring some to each meeting.

Audit:

Jacque will contact Paul Barnett to ask him to do the audit.

Monthly Meeting Registrations:

Ron reported that a couple of non-members have signed up for monthly meetings as members and paid as a member. The Board discussed a solution. Ron suggested that the default to the member box be removed and make the registrant choose between member and non-member. Also, he would like the 'company' field be a mandatory field.

Ane moved the second summer planning session to July 23, 2014.

Adjourned at 2:58.

Ane McBride, President _____

Su Davis, Secretary _____

ARMA Nebraska
Summer Planning Session
July 23, 2014
Ameritas, Lincoln, NE

Attending:

Ane McBride, President
Donna Widhalm, Vice President
Su Davis, Secretary
Ron York, Treasurer
Jacque Hornung, Director of Membership
Kim Perkins, Director of Arrangements
Rachelle Takemura, Public Relations
Cindy Dulas, Librarian/Archivist
Amber Roberts, Webmaster
David Thomas, Assistant Treasurer

Absent:

Scott Swanson, Immediate Past President

Called to order:

Ane called the meeting to order at 8:49 am.

Minutes:

June 25th minutes were approved.

Membership Incentives:

Ron is working on determining if Iron Mountain will continue to fund the Member Attendance incentive.

Spring Seminar:

Contract has been signed for the Scott Conference Center.

Speaker(s): Donna reported that she emailed Mark who emailed a list of suggested topics. Board members discussed the topics and chose the following:

- *Getting Employees to Stop Hoarding Electronic Documents
- *Avoiding the Nine Biggest Mistakes When Starting (or Restarting) Your Information Governance Program

Panel Speakers: Donna will make an announcement at the September meeting for volunteers for a panel to discuss the above topics.

Registration Fees: Board members discuss the need for an incentive to get vendors to promote the seminar to their clients. Decided that vendors who get 3 or more non-member clients to attend (at member rate) will be allowed to post a link of the ARMA Nebraska website from the time they recruit until July 1, 2015.

Amber and Jacque will work together on developing a marketing piece for the above incentive.

Registration for vendor booth space plus one attendee is \$395.00. Each additional person would be \$150.00 for registration.

Proposed Budget/Approval for Seminar:

Budget was approved.

Program Year:

Title and Brochure: Rachelle is working on the title.

Monthly Meeting: getting info from last month's meeting.

September – 9/17, Host, Amber Roberts. St. Cecilia's Historic Cathedral, Catholic Archdiocese. They are checking on the date, they have a priest that has a great memory to give a 1-1/2 hour tour. They will allow us to bring in our own catering. Kim will contact Hy-Vee to order catering. We will give a donation to the church and gift card to the priest. Rachelle said that she will match the donation. Board meeting will be held 10:00 prior to the meeting.

October – 10/15, Host Su Davis. Boss's Day. Scott Conference Center. Oliva Gerroll, D4, will speak on forensics. There will be no travel or lodging costs. Su may need to sign a speaker's agreement. Gift card needed.

November – 11/9, Host Rachelle Takemura. BCBS. Tom Kocando will speak on Information Assurance Professional, Rachelle has ordered catering. Gift Card needed.

December – 12/17, Host Ron York. Annual Charity Auction. Scott Conference Center. Ron continues to work on rapid fire sessions, D4 is almost confirmed, Mary Ott is getting permission, Mark and Ron will each do one. Gift cards for all speakers.

Annual Charity Auction - As board members we should use our common sense when bringing in gifts (white elephants, gag gifts, etc.) to be auctioned off. Need to announce that those who wish to contribute and not bid on a gift can donate money. Ron has contacted Tom Schulte to auctioneer but has not heard back.

Rachelle will coordinate a silent auction of gift bags/boxes each with a theme (coffee, movie night, etc.). Access will donate boxes for "speciality" boxes/bags to be filled with items.

David will coordinate the raffle for a variety of gift cards (varying amounts) with drawing at the very end.

January – 1/21, Host Jacque Hornung, TD Ameritrade, Jason Stearns, Care and Feeding of your Information Governance Structure. Room is booked, Ron will order the food. Jacque is looking for hotel accommodations. Scott is providing transportation. Jacque is checking on the speaker's fee. Gift card needed.

February – 2/18, Legal Day, Host Kim Perkins, (location, Lincoln, TBD), Carol Stainbrook will be speaking. Kim will check to see if there is a speaker fees. Carol asked if she could bring another speaker, an attorney, to speak with her. Need to check to see where they will be traveling from before we agree to have a second speaker. Cindy and Kim will be looking at the Country Inn and Suites. Talked about Valentino's on south 70th, room is free, 45 minimum, go through the buffet. May need to swap locations for Feb and May.

March – 3/18, Host Ane McBride, Scott Conference Center, Susan Cisco, Setting the Stage for Automatic Disposition is confirmed. Gift card needed.

April – 4/15, Spring Seminar, Host Donna Widhalm, Mark Diamond. (See agenda item above. Gift card needed.

May – 5/13, Host Cindy Dulas, Ameritas, Kenneth Withers, Sedona Conference – Vision of Information Governance in 2020. Speaker is confirmed and he has his flight plans. Gift card needed.

June – 6/17, Annual Awards, Host Scott Swanson, Scott Conference Center, Fred Puzello, ARMA President. Installation of the new board. Gift card needed.

Monthly Meeting Brochure:

Board members are asked to send speaker bios, session title, description and pictures to Amber and Rachelle by August 15th.

Speaker Agreement:

Ane reported that the agreement has been updated and will be distributed.

June Awards:

Ane or Scott will spotlight Phil Evans and Darrel Nelson and how they have contributed to the chapter. A short highlight about the awards will be done in January, February, March and May at chapter meetings by Scott.

Treasurer Report:

Ron asked if there were any questions. He reported that the chapter did very well last year.

The chapter will continue to donate to the Bill Ptacek fund and the ARMA Educational Foundation raffle.

Midwest Rocky Mountain Region dues have been suspended for this year.

Ane is waiting to get the raffle tickets regarding the ARMA Educational Foundation.

Webmaster:

Amber is looking for a solution for the library check out capabilities on the web. She would like to know how and when the chapter pays for the web service. This may be done annually.

Charity Selection:

Donna distributed information on the Women's Center for Advancement and Youth Emergency Services (YES). Jacque moved to choose YES for this year's charity, Cindy seconded. Passed. Will need a flyer with information regarding the charity.

Program Year Brochure:

This year's brochure will be a front and back flyer. Rachelle will send it out when it is ready to go.

Session of the Month:

Ane suggested putting out a "session of the month" from International to be posted on the website each month. Ane distributed a list of FY 2014's sessions. Managers are asked to review and give her suggestions.

Leadership Conference (Midwest Rocky Mountain Region):

Ane reported:

ARMA International Education Foundation can provide assistance to attend the international conference up to \$750.00. Also, ARMA is looking at combining three regions to help with office support. The regional managers have been updated and will be taking on a specific board position.

The Leadership Conference in 2015 will be in an airline hub making it easier for members to attend.

The Leadership Academy is five, one hour sessions, with no cost to board members. Those passing (grade of 80% or better) will receive a certificate and 5.5 credits.

The ARMA Road Show is training for members. The cost is \$299 per member for a one day session and attendees receive a certificate.

One suggestion is to invite Records Management teachers and possibly students to a monthly meeting to boost membership.

Retention Schedule:

A change to the retention schedule is to maintain pictures at the board's discretion. Amber will check into what happens on Jimbo and Alfresco regarding website retention.

New Business:

The ARMA tablecloth will be used at the registration table instead of the library/membership information table.

State Historical Records Board:

Will give money to use if the chapter has a speaker speaking on historical records.

Ribbons:

Kim showed the board the new ribbons she bought.

Monthly Meeting Topics

Board members discussed surveying the membership as to what they would like to see for the upcoming year. This should be done in May. Tabled until March.

Adjourned at 2:51.

Ane McBride, President _____

Su Davis, Secretary _____

ARMA Nebraska
Planning Meeting
August 21, 2014

Attending

Ane McBride, President
Donna Widhalm, Vice President
Su Davis, Secretary
Jacque Hornung, Director of Membership
Kim Perkins, Director of Arrangements
Rachelle Takemura, Public Relations
Cindy Dulas, Librarian/Archivist
Amber Roberts, Webmaster
David Thomas, Assistant Treasurer

Absent:

Ron York, Treasurer

Called to order:

Ane called the meeting to order at 1:22 pm.

Spring Seminar:

Title: Rachelle is working on one. Donna also contacted Mark Diamond if he had any suggestions. Suggestion from the Board: "All Aboard, Avoiding an IG Train Wreck"

Agenda: discovered a half-hour was missing. New agenda:

7:30 – 8:30 registration/breakfast
8:30 – 8:45 announcement/ intro
8:45 – 10:15 1st Topic
10:15 – 10:45 Break
10:45 – 11:15 Panel
11:15 – 12:15 2nd Topic
12:15 – 1:15 Lunch
1:15 – 2:45 3rd Topic
2:45 – 3:15 Break
3:15 – 3:45 Panel
3:45 – 4:00 Wrap-up

Suggested Topics:

9 Biggest Mistakes Starting/Restarting and IG Program
Hoarding E-records
Getting Everyone on Board (new 3rd topic)

Charity:

YES (Youth Emergency Services), flyer is on the website. Each month will be a different theme. September's will be back to school; October's will be baby shower; November's will be house warming; and December's will be Christmas. Flyers will go out monthly to membership reminding members of the theme.

Finalize 2014 – 2015 Program Year:

September – HyVee will cater, discussed parking, security, liability. Rachelle will handle the donation. Board meeting will be held at 9:30 prior to the meeting. Su and Scott will be door greeters showing members where the meeting room is.

February meeting – Ameritas - Olive Garden

May meeting – Ameritas – La Paz

Webmaster:

Amber reported that she is working on setting up several links. One is the link to the YES charity flyer, which will be on the home page. The other is to the Session of the Month brochure which will be posted on the events page. Also a link will be on the home page with the President's message.

Session of the Month:

Ane chose 10 sessions to from Board Member's input.

Program Year Brochure:

Ready to go out. Will not include the session of the month.

Monthly Meeting Announcements

At the September meeting, Ane will talk about lunch costs and how they are subsidized.

Ane will announce the Session of the Month at each monthly meeting.

Speaker Agreement:

The Board decided that a speaker's agreement will only need to be signed if there is any cost incurred by the chapter.

Other New Business:

The Board decided that we will not need to apply for Speaker's Grant from International.

New Business:

The Board discussed marketing monthly meetings. Donna reported that WOWT has a calendar that may be of use.

Adjourned at 3:53.

ARMA Nebraska
September 17, 2014
St. Cecilia's Historic Cathedral, Omaha, NE

Attending:

Ane McBride, President
Donna Widhalm, Vice President
Su Davis, Secretary
Ron York, Treasurer
Jacque Hornung, Director of Membership
Kim Perkins, Director of Arrangements
Rachelle Takemura, Public Relations
Cindy Dulas, Librarian/Archivist
Amber Roberts, Webmaster
David Thomas, Assistant Treasurer

Called to order:

Ane called the meeting to order at 10:04 am.

Minutes:

July 23 and August 21 minutes were approved.

Treasurer/Budget Status Reports/Audit Report:

Davis Thomas resigned due to job change. Ron reported that the reports for July and August are fine.

Library:

No report.

Membership:

Jacque reported that we have one new member. Three of the free memberships given to individuals in South Dakota have renewed.

Public Relations:

Rachelle updated the monthly registration to add free lunches. The brochure is finished and posted on the website. Jacque printed and brought a few to the meeting. Session of the month will be linked on the home page and the events page. Rachelle designed new name tags just for today's meeting (because of the tour) and asked board member to review them and make corrections for future use if needed. She will be able to print them at any time whenever needed.

Seminar:

CE credits for 5 hours have been approved. The Board decided not to offer MCLE credits for attorneys. The Seminar brochure went to Judy Dush for layout and printing. Donna will announce and request for volunteers at today's meeting.

Charity:

Scott volunteered to say a few words at today's meeting regarding this year's charity, Youth Emergency Services (YES) and remind members to bring donated items to upcoming meetings.

Website:

Amber has added the last of the library books to the website and is finishing the monthly meetings and the Session of the Month.

October Meeting:

Su reported that all is set for the October meeting. She will check in with the speaker and find out if Olivia is bringing a guest.

Speaker Agreement:

The Speaker's Agreement has been posted on Alfresco. Board members were informed that an agreement needs to be signed only if the chapter is going to incur any costs.

Records Retention:

Amber is checking out a few things.

New Business:

ALS challenge. A large check will be created by Ane. Su and Cindy will throw a bucket of paper on Ane and it will be video taped. Board members will donate funds. Rachelle will match with donations from Microsoft and Gap.

Ron attended conference and was impressed by the speaker from Google. He is checking out a possibility of a Google tour for next September.

Since David is leaving, Jacque will be checking the treasurer's reports.

Adjourned at 10:48 am.

ARMA Nebraska
October 15, 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
Kim Perkins, Director of Arrangements
Rachelle Takemura, Public Relations
Amber Roberts, Webmaster

Absent:

Cindy Dulas, Librarian/Archivist

Called to order:

Ane called the meeting to order at 1:25 pm.

Minutes:

September 17 minutes are approved.

Treasurer/Budget Status Reports/Audit Report:

Ron reported that the books look good. Jacque reported that the audit report has been done and the chapter's books look very good.

Library:

Ane will ask Cindy if there are any books that should be bought at the conference. It was noted that free shipping is available through the end of the year.

Membership:

Jacque reported that the chapter currently has 85 members with 4 new members.

Spring Seminar:

Donna reported that she has a good list of volunteers and will ask volunteers to meet prior to next month's meeting. She has also contacted a few vendors.

Public Relations:

Rachelle is working on PowerPoint to be shown at next month's meeting during the networking. It will include information regarding the next month's meeting.

Website:

Amber reported that 'Sessions of the Month' are now posted on the chapter's website. Ane will review it and give the okay to Rachelle to send out a blast to the membership.

Charity (YES):

Board members were reminded that next month is housewares. YES needs linens and such. They will take gently used items.

November Meeting:

Rachelle reported that Cori and Tom will be both speaking on Innovation vs. Improvement. Catering has been ordered.

Unfinished Business:

MER Session of the Month of October: Sharepoint: From Unmanaged to Managed – How to Get There.

New Business:

International Conference

Raffle for the AIES, chapter will buy \$250.00 worth of tickets.

Library Purchase of Rick Smolan book

Ane will buy 2 books one for library and one for seminar.

Council of State Archivists proposal by Gayla

Ane will ask for additional information before the Board decides what to do.

December Charity Auction:

Jacque brought up the idea of including door prizes for the December meeting. Table decorations will be made and a drawing will be on the agenda. A silent auction is also planned. Su is doing a baby basket; Amber a wine and adult basket; DEQ will a basket; and Rachelle and Scott will each do a basket. Gift cards are being looked into to add to the raffle.

Adjourned at: 2:30 pm.

Ane McBride, President _____

Su Davis, Secretary _____

ARMA Nebraska
November 19, 2014
Blue Cross Blue Shield, Omaha, NE

Attending:

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

Absent:

Rachelle Takemura, Public Relations
Amber Roberts, Webmaster

Called to order:

Ane called the meeting to order at 1:20 pm.

Minutes:

October 15 minutes are approved.

Treasurer/Budget Status Reports/Audit Report:

Ron reported that he is waiting for the Scott Conference Center to cash the check for last month's meeting. ARMA convention bills will need to be paid. Budget looks good. Jim Bourne, State Patrol is interested in assisting Ron with the Treasurer duties.

Library:

Cindy has order several books and has received a request to order a book suggested at today's meeting.

Membership:

Jacque reported that we now have 83 members.

Spring Seminar:

A meeting was held prior to today's membership meeting. Donna reported that volunteers have been assigned for most areas. Scott has agreed to take the duties of panel coordinator. She is looking for vendors.

Public Relations:

Board members agreed that the PowerPoint shown at today's membership meeting looks good and should be continued.

Website:

No report.

Charity:

Donna reported that she has a full carload to deliver to YES. The theme for December will be coats and cold weather wear. Rachelle will post the theme on the website.

December Speaker Needs:

4 speakers are included in the session called 'Rapid Fire.' Ron is receiving the PowerPoints. Tom will do the auction which will include Charity Auction Items; Silent Auction Items (Su, Rachelle, Cindy and Ane are working on items). Jacque is working on door prizes that will include an Amazon gift card; and a Raffle (\$25.00 from Applebee's). Jacque has the tickets for the raffle.

Unfinished Business:

None

New Business:

Chapter Awards:

Scott reported that ARMA Nebraska received the Certificate of Award for Chapter Membership Recruitment Award and the Certificate of Award/Honorable Mention Chapter Website. Awards that the chapter has won will be displayed at the June meeting.

CRM Information:

Jacque has created a study guide for the CRM part 1 test in a Word format and will share will members. Cindy will add it to the library for checkout.

Council of State Archivists Proposal – tabled.

Adjourned at: at 2:10

Ane McBride, President _____

Su Davis, Secretary _____

ARMA Nebraska
December 17, 2014
Scott Conference Center, Omaha, NE

Present:

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

Called to order:

Ane called the meeting to order at 1:55 pm.

Minutes:

November 19 minutes are approved

Treasurer:

Ron will send a summary of what was collected at today's meeting. Budget looks good

Library:

Cindy reported that she has received two new books for the library.

Membership:

Jacque reported that we currently have 82 with a new member.

Seminar:

Donna reported that Duane has offered to check out vendors. Huron agreed to a sponsorship of \$200.00. Ron contacted Access and Iron Mountain. Ane contacted Data Bank.

Public Relations:

No report

Website:

Amber reported that all is going well. She has posted the Seminar information. January updates will be done this week.

Charity Update:

Ron reported that the chapter collected \$1,875 from the silent auction, live auction and raffles for YES of Omaha. This includes the \$500 match from the chapter. BCBS added \$1,000 and 2 others entities will match the \$1,875 for a total of \$6,625. Also members brought clothes and other items to be donated.

Speaker needs for January:

Scott volunteered to chauffeur the speaker. Ron will check to see if the speaker will be bringing a laptop or if one will be needed.

Unfinished Business:

None.

New Business:

Possible Board Makeup for next year:

Donna Widhalm, President
Amber Roberts, Vice President
Kim Perkins, Secretary
Jim Bourne, Treasurer
Jacque Hornung, Director of Membership
Cori Brock, Webmaster
Ron York, Director of Arrangements
Cindy Dullas, Librarian/Archivist
Rachelle Takemura, Public Relations
Ane McBride, Past President

NACO:

Ane will follow up to see exactly what they want and will report.

Adjourned:

Ane called the meeting at 2:27 pm.

Ane McBride, President _____

Su Davis, Secretary _____

ARMA Nebraska Board Minutes
January 21, 2015
TD Ameritrade, Omaha, NE

Attending:

Ane McBride, President
Cindy Dulas, Librarian/Archivist
Jacque Hornung, Director of Membership
Kim Perkins, Director of Arrangements
Rachelle Takemura, Public Relations
Ron York, Treasurer

Absent:

Su Davis, Secretary
Amber Roberts, Webmaster
Donna Widhalm, Vice President
Scott Swanson, Immediate Past President (took Jason to airport)

Called to Order: Ane called the meeting to order at 1:47pm.

Minutes: The December 2014 minutes were approved.

Treasurer/Budget Status Reports/Audit Report:

When people don't show up for a session, as a Chapter, we've been good in the past about charging them (if they did not pay online). We discussed letting people off the hook – but had concern for strictly following policy. Rachelle will put a blurb on the registration page that stands out – something that states – *you have to pay or send a replacement....and you will be billed if you don't cancel by the deadline or don't show up.*

We also discussed the January registration page issue with \$20 versus \$25 (non-members were able to register for \$20 for January). Rachelle stated she corrected the registration page.

Library:

Amber and Cindy did test the website glitch for the library. The site wouldn't let Amber put in new books – but test trials proved successful.

Membership:

Jacque mailed recruitment letters to Crete Carrier, Werner Enterprises and Unico. We discussed Ember Krumwied, CRM from Investco Financial Corporation. Ember just relocated from Washington State and is a member of the Puget Sound Chapter and also on that region Board. We discussed inviting her to stay after a session for one of our Board meetings.

We are at 84 members. Two new members this month; one from the law firm Cline Williams in Lincoln – Allison Loseke and the other from TD Ameritrade – Kevin Tinley.

We have three potential members: Ember Krumwied (see above – from Investco Financial); Naomi Solomon (DEQ); Meena Curfman (Ameritas) *On 1/22/15 – Meena emailed Jacque stating she did wish to join.*

Ane talked about recruiting a POD franchisee; she did place a call. (Brian Stark discussed this idea with Ane).

Kim talked to Rob Williams from DocuLynx about possibly attending Central IA meeting and/or Kansas City meeting with him to maybe to generate ideas for the Chapter.

ARMA Nebraska Board Minutes
January 21, 2015
TD Ameritrade, Omaha, NE

Spring Seminar:

Iron Mountain has paid as a sponsor and exhibitor but has not sent the form in yet, so we do not have a count as to how many from Iron will be at the seminar.

Access will be an exhibitor with two people and will probably provide the giveaway for the grand prize drawing.

DataBank (Chad Kudym) may do platinum sponsorship.

All agreed we should have a seminar committee meeting next month (February).

Public Relations:

Rachelle will keep running the slide show before sessions but will need to modify a couple of pages.

Cori Brock was approached about accepting the webmaster position.

An email was sent to members about a library book that is now available.

Rachelle will send out invitations/reminders by email for the spring seminar on February 2, February 19, March 4 and March 19. Early registration ends March 20 (Friday). Following early registration, invitations/reminders will be sent out on April 1 and April 8. All notices will state the registration is *online only*. Rachelle will follow up with Judy Dush regarding electronic brochures. It was discussed that Judy had a few paper brochures to send out.

Rachelle will add a note about the cancellation policy (monthly sessions) on the Chapter website (*see language above in Treasurer's report*).

Website:

Kim to follow up with Rachelle (or Amber) on parking language change for LES meeting in February, 2015. Language should be something like, "*ARMA attendees can park anywhere in the lot that is not marked Visitor, Handicap or LES. There is also street parking available on the south side of Fairfield.*"

Charity:

No update

February Speaker Needs:

Kim talked to Rachelle about updating the website for new language received from Debbie Vandegrift regarding parking at the LES Training Facility. The new language came from the LES security group. Debbie Vandegrift stated there is no microphone – no sound – in the training room yet. We discussed that Kim would follow up with John Lenich to see if he needed a microphone and if so – did he have a portable. If not, email Cindy Dulas about a portable from DEQ.

Unfinished Business:

Susan Cisco – March meeting – Ane talked to Scott

ARMA Nebraska Board Minutes
January 21, 2015
TD Ameritrade, Omaha, NE

New Business:

The Board discussed new positions. We would like Scott to remain involved with/on the Board. Scott could support the seminar or be the treasurer. We did discuss Ron or Ane talking to Jim Bourne for the Treasurer position. Maybe we should consider adding a position for a Chapter Host for Scott - ad hoc position?

Ron could not access the Chapter's Alfresco site; TD policy. He's not sure if he will be able to access from work any longer.

Adjourned: 2:40 p.m.

Minutes taken by Kim Perkins

Ane McBride, President _____

ARMA Nebraska Board Minutes
January 21, 2015
TD Ameritrade, Omaha, NE

*Addendum – Adding **Region Call Notes** from Ane McBride, President:

- Brian wants feedback on the newly revamped ARMAMRM.org website.
- Next Leadership Conference is scheduled for July 17 and 18 in Cincinnati, OH. Expect registration to be \$200. Is there any specific training we want to see?
- Essentials of GARP Certificate Roadshow is coming to Denver on May 13. I will announce that at the chapter meeting too.
- May 2 is due date for changes to chapter dues.
- Les and Ray Davis did a memorial for Komal Gulich on “Inside the Records Room.” Recording should be available through insidetherecordsroom.com.
- Mark Langemo has officially retired from the University of North Dakota. The UND Alumni are holding a recognition party in April. Contact Les Bossert with the North Dakota chapter for details.
- Barkley Blair will present in June at the Western Colorado ARMA Chapter Seminar.
- Paula Sutton reported that there will be a memorial in August for Komal Gulich “in the mountains”.

ARMA Nebraska
February 18, 2014
LES, Lincoln, NE

Present:

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

Called to order:

Ane called the meeting to order at 1:48 pm.

Minutes:

January 21 minutes are approved

Treasurer:

Ron reported that the Chapter is doing well. Money attributed to the Spring Seminar is starting to come in.

Library:

Cindy reported that she had received Jacque's part 2 of the CRM. Also, Su donated several books to the library. Since some of the books are duplicates, Cindy may donate them as door prizes for the Spring Seminar or give-a-ways for the June meeting.

Membership:

Jacque reported that the chapter has 82 members. Incentive for guests attending the February meeting, if they join within the next 30 days, the March meeting is free.

Seminar:

Donna reported that a meeting was held prior to today's Board meeting. Marketing to get more vendors to have a booth will begin within the next two weeks. So far there are 26 registrations to date.

Public Relations:

Rachelle had no report.

Website

Amber reported that the messages received were forwarded to the correct person. Also, she will post and open registration for the upcoming meeting as soon as possible after the previous month meeting.

Speaker needs for January:

Susan Cisco will speak. Scott offered to drive her from and to the airport. Scott and Ane will take her out to dinner.

Unfinished Business:

None

New Business:

Once again, popcorn will be purchased to add to the attendee's bags for the Spring Seminar. Shawna and Cindy volunteered to design a logo for the popcorn bags.

Rachelle will design the attendee's badge for the Spring Seminar.

Lancers Hockey Tickets – the Board decided to pass on the promotion.

Su announced her retirement and will continue to serve on the Board until the new Board is installed in June.

Ron approached Jim Bourne regarding the Treasurer's position. Jim had several questions.

Adjourned:

Ane called the meeting at 2:41.

Ane McBride, President _____

Su Davis, Secretary _____

ARMA Nebraska
March 18, 2015
Scott Conference Center, Omaha, NE

Present:

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

Called to order:

Ane called the meeting to order at 1:50 pm.

Minutes:

February 18 minutes are approved

Treasurer:

Ron gave the treasurer report which included the Seminar information. Ron reported that he is looking at finding his replacement as Treasurer. He asked Jim Bourne to look over the reports and Jim said that he is interested in the Treasurer's position.

Library:

No report

Membership

Jacque reported that we now have 83 members, which include two new members, and possibly one who will be attending today. Jacque discussed marketing to IT professionals.

Seminar:

Scheduled for April 15th. A committee meeting was held prior to the board meeting. All is going well.

Public Relations:

Rachelle created a PowerPoint presentation which will be shown prior to the meeting. For the next meeting, Rachelle reported that an email will be blasted to the membership explaining how to register for the early-bird rate by the Friday prior to the meeting and that CLE's from the Spring Seminar will be given to those who request them.

Website:

Amber reported that she will be doing a write up on one of the books and put it on the website. The awards committee for the website has extended the deadline. Amber sent in the chapter's application to be considered.

Speaker needs for May:

Cindy is hosting this meeting. Hotel accommodations have been made. She will check on any equipment needs. Ane and Cindy will print the name tags since Kim will not be attending. LaPaz will cater.

Unfinished Business:

Region Call:

Ane reported that the Leadership Conference is scheduled for July 17 & 18. Donna and Amber will be attending. Greater Kansas City is not having a seminar this year. ARMA continues to look for a CEO for the organization. ARMA is restructuring and creating informational hubs for board members. They are also allowing any board member to ask for help with growing their organization.

New Business:

May is when the new board will be voted on. Scott will open the nominations at the Spring Seminar and asked Rachelle to blast it to members.

Jacque and Scott are working on the theme for the June meeting and looking at what awards will be presented. Rachelle will blast a list of awards to members for their input.

Free Meeting for prospective members (available only for those who are not current members). Beginning next meeting year, this will be going away since it is rarely requested.

Adjourned:

Ane called the meeting at 2:52.

Ane McBride, President _____

Su Davis, Secretary _____

ARMA Nebraska
May 13, 2015
Ameritas, Lincoln, NE

Attending:

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

Guests:

Jim Bourne
Corey Brock

Absent:

Kim Perkins, Director of Arrangements

Called to Order:

Ane called the meeting to order at 1:30 pm.

Minutes:

March 18 minutes are approved.

Budget/Treasurer Report:

Ron reported the treasurer reports for March and April have been posted.

Library:

No report

Membership:

Jacque reported that the chapter now has 83 members with no new members this month. One individual joined ARMA International but has yet to join ARMA Nebraska.

Seminar:

Donna reported that the Spring Seminar was a success. She shared the evaluations and the Board discussed some of the issues. Some of the evaluations contained good suggestions.

The Spring Seminar brought in about \$14,000 The Chapter made almost \$8,700.

The Board discussed how to get attendees to visit with the vendors to make it worthwhile for vendors to have a booth. Ane proposed to discuss this at the summer meetings and do some brainstorming to discuss if changes need to be made.

Kim was checking with Carol Stainbrook and Amber followed up with Susan Cisco as possible speakers for the 2016 Spring Seminar. The Board will look at the information gathered at the June meeting.

Public Relations:

Rachelle reported that she will be sending out an announcement regarding award nominations on Monday, the 18th.

Website:

Amber reported that she will follow up with the PayPal vendor to see why some registrants cannot use their credit card to sign up for meetings.

Speakers Needs for June:

Scott reported that the speaker Brian Starck, the ARMA regional leader, will be speaking and will be staying at the Marriot. The speaker only requires the basics.

Region Leadership Conference:

The Board discussed what Donna and Amber will need to take with them to the Region Leadership Conference.

Board for the next two years:

Donna Widhalm, President
Amber Roberts, Vice President
Kim Perkins, Secretary
Jim Bourne, Treasurer
Ane McBride, Past President
Cindy Dulas, Library/Archivist
Ron York, Director of Arrangements
Rachelle Takemura, Public Relations
Jacque Hornung, Director of Membership
Cori Brock, Webmaster
Scott Swanson, Chapter Host

Calendar summer planning:

1st planning meeting is scheduled for June 24 or 25 at Blue Cross/Blue Shield, Omaha. The second planning meeting is scheduled for July 29 at Ameritas, Lincoln.

Region Call:

Reservations have been made.

Escrow reports:

Ron reported that the report is now available and will allow him to balance the books.

IGP – AIEF:

Ane will have more information at the next Board meeting.

International Awards:

Ane reported that July is the deadline for nominations of various Chapter Awards to be submitted to International.

Member spotlight:

Ane asked Board members to let her know should any Chapter member spotlighted at monthly meetings.

Adjourned:

Ane called the meeting at 2:32.

Ane McBride, President _____

Su Davis, Secretary _____

ARMA Nebraska
June 17, 2015
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
Rachelle Takemura, Public Relations
Amber Roberts, Webmaster
Scott Swanson, Immediate Past President

Guests:

Jim Bourne
Corey Brock
Mark Graves
Brian Stark, ARMA Region Coordinator

Called to Order:

Ane called the meeting to order at 1:30.

Minutes:

May 20 minutes are approved.

Budget/Treasurer Report:

Did well for the year.

Library:

Cindy reported that the book sale that was held at today's meeting brought in \$24.00

Membership:

Jacque reported that the chapter has 86 members with one new member. This is the first year that new member recruitment was very good and the board had to add \$25.00 to the pot.

Public Relations:

No report

Website:

Amber reported that some board members have been having problems with accessing various parts of the chapter's website. Some companies are not

allowing members to access the website through Jimdo for security issues. Board members discussed options. One is WordPress allowing the chapter to create its own website. It may be a platform that could be used to solve the problems including better access to the library for recording new books and checking out books; possibly the ability to use for the Events Page; get rid of Constant Contact; use for the picture gallery; and chapter documents/records. Also, possibly get rid of Alfresco.

Amber said that some of the information like the blogs can be pulled over and some may need to start over. The cost is about \$15.00 per month and around \$1000 to \$1750 (20 hours +) for new design. The Board discussed the possibility of setting up a budget for these costs. Mark recommends that the chapter abandon Jimdo. Amber will gather more information and pass the link to Wordpress to the Board for review. This discussion will continue in the summer planning sessions.

Unfinished Business:

Seminar 2016:

Kim reported that Carol from Cohasset (passed out the email string) suggested speaking on how to advance your organization. The Board is not sure if this is the topic that the chapter needs, however, the Board may suggest a topic for her consideration. She will possibly have an associate with her, which will mean paying expenses for two people. Kim asked that Board members send topic suggestions to her and she will pass them on to Carol to get her input.

Amber reported that she has some information on what Susan Cisco could present on. She will get the info to the board.

Donna reported that she looked over the evaluations did have some good information. This will be discussed at the summer planning sessions.

The Board discussed polling the Exhibitors for suggestions on how to do the cards for the grand prize. Brian suggested a silent auction that brought in money or have each vendor have a drawing for a prize. Ron suggested that the vendors need to be contacted and polled as to what they see works or doesn't work. Will discuss at the planning meeting. Vendors will be contacted for their input.

Setting up Alfresco:

Cori and Jim will need to be set up. Su invited them to join and then will change their status to Manager.

New Business:

Ane thanked the Board for their participation.

Summer Planning Meetings (June 24 – BCBS, July 29 – Ameritas) will begin at 9:00. Rachelle and Cori will not be able to make the July 29th meeting.

MRM Leadership Training – Donna and Amber will be attending the Midwest/Rocky Mountain leadership training. Ron will fill out the 990 forms. Donna will fill out the chapter report. Brian suggested that only the basic information is needed.

Paul Barnett will perform the audit again this year.

Adjourned:

Ane called the meeting at 2:45.

Ane McBride, President _____

Su Davis, Secretary _____