

ARMA Nebraska
Summer Planning Session
June 24, 2015

Attending:

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

Absent: None

Guest: Scott Swanson

Call to Order:

Donna called the meeting to order at 9:18 a.m.

Minutes:

June 17, 2015 minutes were approved; Cori's name was misspelled in attendees.

Opening Remarks:

Board Expectations and responsibilities are in Tab 8. Jim asked about retention policy and where the treasurer's reports are. It was stated they are with the Chapter Librarian, Cindy Dulas. Ane mentioned that we do have archives in boxes at Access.

Spring Seminar 2016:

The Board discussed Susan Cisco versus Carol Stainbrook. Donna stated that Doug Kaminski with Huron Consulting is also very interested in conducting the seminar. Some items that Doug mentioned for a one hour session versus the Spring Seminar are: reconciling, social media and government related issues.

The Board discussed having two tracks. The concerns are there would probably be additional cost more do to adding another room, would we have enough people and is there enough room at the Scott Center? Susan Cisco would bring a partner and so would Carol Stainbrook. We discussed the topics that both companies would present. We discussed the level of knowledge of attendees for topics. If we have topics that would draw in the lower level of knowledge, we may get more attendees.

We explored doing two tracks in the afternoon. In the morning, everyone would be together and the afternoon would have two tracks where everyone would choose. If we had another room, we would likely incur more costs. We discussed the possibility of having an open area such as where the exhibitors and lunch would be. There was concern about the traffic going through the area. Participants would register for which track so we knew what size of room was required.

Ron will check on room prices at the Scott Center and Amber will contact Susan Cisco to have further discussion on topics and tracks as well as alternate topics. Amber will discuss the speaker fee with Susan Cisco – if there is one or not. Ane inquired as to maybe having a legal twist, but that may require an attorney which would incur more costs.

The Board discussed polling exhibitors for other and possibly better ways to handle the grand prize drawing. Scott mentioned that perhaps the vendors could give the door prizes and that way, they could introduce their company and what services they provide. Amber stated at the recent SharePoint Saturday, the vendors gave away \$25 gift cards and attendees would drop business cards at each booth.

Jim gathered information from the internet regarding doing something different and fun for the seminar. Scott wondered if we could have educational sessions in the exhibitor area. Scott also suggested approaching the vendors by conducting a survey. Ane suggested asking the vendors for ideas from other venues they have participated in. Ron likes the idea of having the vendors provide their own door prizes. Amber discussed something like a vendor bingo. Amber also talked about using play money – which the vendors would give out and attendees would put their name on the money. Rachelle mentioned that we may not need to do a stamped exhibitor card. Cori talked about all the vendor tables pooling the business cards and taking all cards at the end for one large grand prize. She also suggested using comment cards with participants' information on them. Jim liked the idea of smaller buckets which would generate more visits to vendors. Amber will draft a communication to the vendors and will provide that to the Board before the next planning session. We discussed using Survey Monkey versus calling personal phone calls. We agreed that we would call vendors to have the personal interaction. The assignments are:

- Donna - Curt Reiter with Microfilm Imaging Systems, Inc.
- Ane - Chad Kudym with DataBank
- Kim - JP Peterson with Source HOV, Rob Williams with DocuLynx, Brad Casey with Casey Associates, Inc. and D4
- Ron - Access and Iron Mountain
- Amber - Rick MacCartney with Gimmel

The Board agreed to have discussions next month regarding registration. The budget and cost for attendees will also be discussed next month.

Webmaster:

Cori and Rachelle discussed pictures of the Board to be taken and/or updated for the Chapter website. Cori will forward her professional picture.

Budget Request for 2015-2016:

Ron asked Board members to think about what they will need for next year and if they have any additions. Ron will discuss the budget with Jim for the transition to the position of Treasurer. Amber stated we should cap the cost of the website at \$2,000 which includes \$50 an hour for 40 hours of work. We pay time and materials and if the vendor goes over the cap, he will continue working. We discussed ARMA shirts, but that each individual would pay. The last time we ordered was in 2010. We discussed getting long sleeve shirts, but having a short sleeve option as well. Cori and Rachelle will get some options together short and long sleeve shirts.

Cori mentioned getting lanyards for the monthly session badges. She will check into the same vendor that would do the ARMA shirts. Jacque stated if the logo ARMA NE was on the lanyards, then the lanyards wouldn't 'walk' off so easy.

Annual Charity Nomination/Decision (Lincoln):

Jacque talked about Pets to Vets. Jacque suggested someone she knows who was a participant in the program and thought maybe he could come speak to us about it. Similar charities were mentioned to consider such as K-9 Penpals, Second Chance Pups, Domesti-PUPS, Guardian Angels, and Wounded Warriors. Jacque said she had a friend she will contact regarding Domesti-PUPS that has been involved with the program. Cori stated it was the number one top rated non-profit charity in 2014.

Membership Incentives:

Membership Attendance Door Prize - Iron Mountain has provided the incentives in the past for the monthly drawing. Ron will talk to Iron Mountain regarding their continued participation.

Free June Meeting - We already did away with the free June meeting for perfect attendance.

Legal Day - Do we keep letting a legal person attend with a member at the member rate? We felt we did not have any incentive to keep this program at the member rate, but want to keep a legal topic.

Boss's Day - We will keep the boss's day (member can invite non-member boss to attend for free) as it does generate some increase in attendance.

New Member Recruitment - Ron will talk to Access regarding their participation.

IT Day - The IT Day at member rate was a low attendance. The Board agreed to drop it. However, we agreed to still have an IT topic for a monthly session.

Companies Hosting Meetings - Ron stated that when we go to a company to host, we need to continue to allow the employees of the host company to attend at the member rate if we are paying for food. However, if the host company chooses to provide the food free of charge for the meeting, then employees of the host company may attend for free. All Board members agreed.

Retirement Recognition - At the June meeting, we would normally recognize retirements if we are aware of them.

Honorary Life Membership - Upon a three-fourths (3/4) vote of the Board of Directors, honorary life membership in the NEBRASKA CHAPTER, ARMA, INC. may be conferred upon an individual - member or non-member - who shall have rendered notable service to the Chapter. An honorary member shall have none of the obligations of membership in the Chapter, but shall be entitled to all of the privileges except those of making motions, of voting, and of holding office. Although not many past Honorary Life Membership recipients have taken advantage of attending monthly meetings at the current member rate, it is still allowed by our bylaws.

Meeting Planning for 2015-2016

Meeting Locations: The Scott Center is booked for various months already. Other venues are listed for each monthly session in the paragraphs below.

Rachelle wants Mark Adams to speak, but not at Blue Cross Blue Shield's offices. Jacque suggested having Mark speak at the March meeting at TD Ameritrade.

September: Tour month. Cindy is the official host. We discussed a tour at the Pinnacle Bank Arena in Lincoln. We also discussed eating at a restaurant across the street from the arena. September 16, 2015 is the date. Scott mentioned having a tour at the Ford Conservation center in 2016. *(We are reserved for a tour at the Pinnacle Bank Arena September 16, but still have to work out the details.)*

October: The location will be the Scott Center in Omaha on October 21, 2015, and Jacque is the host. The speaker has been confirmed and the topic is Crime Stoppers – Take a Bite Out of Records. Mark Langan is the speaker (retired OPD) and he is charging \$50. He has a book, *Busting Bad Guys*, which we will allow him to bring and sell. We have one purchased already for our Chapter Library.

November: The location will be Ameritas in Lincoln on November 18, 2015 and Kim is the host. Data Analytics was discussed as the theme for November. Houston Hawley with ZL Technologies was suggested. Other ideas/names can be obtained from Scott and/or Cori.

December: The location will be the Scott Center in Omaha on December 16, 2015 and Ron is the host. Rapid Fire Sessions were well received last year and we would like to do again. Ron would have to get new people/topics to discuss. Rachelle can get someone from Blue Cross Blue Shield and suggested David VanSickle or to utilize him for a monthly session. Rachelle will send out a communication to all ARMA Nebraska members for involvement or ideas for topics. It was discussed that someone from DataBank may be willing to participate. This month will also be our annual charity auction.

January: The location will be Blue Cross Blue Shield in Omaha on January 20, 2016 and Cori is the host. Cori will talk to Russ Collins, general counsel for Blue Cross Blue Shield; this will be a legal topic. *(Cori has since confirmed with Russ Collins to be our January speaker. She will be meeting with him on July 14th to get all of his information so she can submit that to the Board before the next planning session in late July.)*

February: The location will be Ameritas in Lincoln on February 17, 2016 and Donna is the host. The topic will be social media / information governance and Donna will make an inquiry to Doug Kaminski from Huron to speak. *(Doug confirmed with Donna on June 25 that he will present on social media and there will be no speaker fee.)*

March: The location will be TD Ameritrade in Omaha on March 16, 2016 and Rachelle is the host. Mark Adams is the speaker and the topic will be security / data breaches.

April: The Annual Spring Seminar at the Scott Center in Omaha on April 20, 2016 and Amber is the host.

May: The location will be the Lincoln Electric System Training Center in Lincoln on May 18, 2016 (date does not conflict with MER this year so will be the normal third Wednesday of the month) and Jim is the host. Debbie Vandegrift will be Ron's contact for food and site details. The possible topic discussed was SharePoint and having David VanSickle from Blue Cross Blue Shield present.

June: The location will be the Scott Center in Omaha on June 15, 2016 and Ane is the host. The Board discussed wearable technology as a topic or having David Stewart with a Kansas City law firm (big ARMA supporter) present. Amber volunteered to tap into local law firms in Omaha such as: Koley Jessen, Husch Blackwell, and McGrath.

On June 30, Amber received confirmation from Amy Roland at McGrath law firm in Omaha. They are happy to do a 30 minute presentation on Technology Trends. They don't know if it will be one or two speakers yet but below is a general outline of what could be covered:

- *Wearable Technology Types (Activity Trackers, Smart Watches, Cameras, Smart Glasses, Healthcare Devices)*
 - *Technology Trends (BYOD, Fitbits worn everywhere, etc.)*
 - *Privacy Issues*
 - *Security Issues*
 - *Intellectual Property Issues*
 - *Collection and Chain of Custody Issues*
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- *Things to Consider (who owns the data, who has the right to access the data, can your data be used against you in a court of law, updating company policies, etc.)*
 - *Recent Court Cases and Implications (there is currently one in Canada but they anticipate there being many more by this time next year)*

Theme for the 2015-2016 season: We discussed top ten songs from the 80s and would have to tie into each monthly session theme. Jacque volunteered to solidify the theme as she already has a lot of song ideas.

Lunch/Registration Costs: Keep the cost at what it is. Our seminar makes money; when we are at the Scott Center for monthly sessions, we lose money. We don't lose money at Blue Cross Blue Shield. We about break even at Ameritas and TD Ameritrade.

We will continue the sessions of the month. There was much discussion regarding that the link takes you to the ARMA International site, but that a member has to go to 'My ARMA', then educational sessions at the bottom of the page. Everything is hard to get to and you have to be a paying member to see the sessions. Amber talked about discussing this issue at the Region Leadership conference this summer and will let ARMA International know how hard it is to navigate.

The entire Seminar Committee no longer takes the seminar speaker(s) out to dinner. It is now just a few people. For monthly meetings, the Chapter has, in the past, paid for the speaker's dinner along with the Chapter host. Normally, it's just out of town speakers we do this for. The Board agreed we should ask if the speaker actually wants to go to dinner. It appears there are only two speakers from out of town for the upcoming season. It was recommended that we allow a second person to attend the dinner at the Chapter's expense so that the host does not have to do it alone.

Donna made a comment about June hotel rates as they are higher and there is less availability due to the College World Series in Omaha. The Board hopes Amber can find a local attorney to speak for the June session. *(Confirmed with McGrath law firm.)*

Speakers: The items needed from each speaker are: bio, title of presentation and short description of the presentation, and a photo. Each Board host will contact their speaker to discuss audio visual needs and offer to print the presentation for attendees.

Kim agreed to send speaker agreement to all Board members and an expense form for out of town speakers.

Amber suggested to do 'guess the star' of the 80's (Board members dress as 80s 'stars') similar to the mustache idea (who's stach is that?).

The second summer planning session is July 29, 2015 in Lincoln at Ameritas, conference center room 2 beginning at 9:00 a.m.

Adjourned at 2:00 p.m.

Donna Widhalm, President _____

Kim Perkins, Secretary _____

ARMA Nebraska
Summer Planning Session
July 29, 2015

Attending:

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

Absent: Cori Brock, Webmaster

Guest: None

Call to Order:

Donna called the meeting to order at 9:40 a.m.

Minutes:

June 24, 2015 minutes were approved.

Membership Incentives:

Ron confirmed that Iron Mountain is going to do the door prize drawings and Access will do the membership recruitment incentives. Ron has invoiced the two vendors.

Spring Seminar 2016:

Amber stated there will be no speaker fee for either speaker; Sue Trombley with Iron Mountain and Susan Cisco with Gimmel. The speakers requested to be reimbursed for travel expenses. Sue does the majority of the talking during seminars as she typically presents the main session and Susan presents, '*Setting the Stage For Automatic Disposition*'.

There was much discussion about the framework of the morning and afternoon. Amber gave some thoughts for general session from the speakers such as: industry benchmarking survey – turning insides into action; information value and how to balance with risk; data analytics and how RIM pros need to engage. Amber stated that Sue could present on information value, data analytics, or framework of RIM risk assessments. Amber also stated we could also give the speakers other topic ideas. Jacque stated we could do RIM 101 and RIM 102. Amber mentioned that the topic of generally accepted record keeping practices would be good to have as a session. Ron thought it would be a good idea to look at International and see how they structure sessions and categorize them more like beginner and advanced. Ron brought up a topic on maybe the basics on retention schedules, how to develop them and Ane thought to add the importance of following the schedule. Ron stated the extra \$400 is worth the possibility of getting more people to attend the seminar. Ron said that if we do get the other room, then we have the whole Scott Center for the seminar. The Board agreed to go ahead and book the room at the Scott Center.

The Board agreed on the following schedule/topics for Spring Seminar (pending approval and feedback from the speakers):

Morning #1 General Session: Framework of RIM Risk Self Assessments
Morning #2 General Session: Managing Change To Drive RIM Program Success

Afternoon Session 1:

Track 1 - Retention

Track 2 - Auto Disposition revamped from previous presentation

Afternoon Session 2:

Track 1 - Generally Accepted Record Keeping Practices

Track 2 - Information Value and How To Balance With Risk

UPDATE: Amber has contacted Susan and Sue and is waiting to hear back if they accept the proposed agenda.

Donna will talk to Rhonda Wagner (BCBS NE) about the book layout and printing for the seminar.
UPDATE: Amber has submitted the request to Rhonda for approval and is waiting to hear back.
Judy Dush will be contacted for design through Bill Haack; we always provide him a \$50 gift card.

Theme: Amber and Rachelle will brainstorm for theme/design.

Payment: Amber stated that some organizations pay for the entire year up front for a seminar and meetings. The Board agreed the bundle would need to be by individual and that if a person does a bundle, they still need to register for each meeting for headcount purposes. We discussed two options: 1) all monthly meetings and 2) all monthly meetings plus the spring seminar. The Board agreed we should do just the bundled package and see how it is received the first year. Currently, for the package without a discount is \$285 now; \$15 each session and \$150 for the Spring Seminar. We discussed maybe giving a discount to \$275. The Board concluded to use an all-inclusive option; PayPal or check. The package deadline would be before the September meeting. Rachelle will send a notification in August and make sure it is stated that each person will need to register. On meeting page, there will be a note about even prepaids have to still register; this will also announced at the monthly sessions.

Presidents Letter: Donna is looking at. Ane suggested that Donna look at previous letters from past presidents. Ane suggested talking about the new website and announcing the speakers from Gimmel and Iron Mountain for the Spring Seminar.

Sponsorship: Donna asked if we should keep sponsorship levels the same. Amber and Ron talked about getting Track sponsors. A platinum sponsor includes being an exhibitor. Ron stated in this case, the vendor is really paying about \$500 more to be a sponsor. He mentioned that if they are a track sponsor, they could kick off the track by giving an introduction to their company. Sponsors could have the option of doing the general session and tracks for the afternoon. But, if we do that, we shouldn't really charge \$1,000. Everyone seemed to like the idea.

Ron asked if we just want them to sponsor the general session or track and not include it with being an exhibitor. We want exhibitors; they could do both. Jim said offer a price to be a sponsor and also for a sponsor and exhibitor.

Amber stated if a track is sponsored, the company name could be shown on a slide and the vendor can talk. Then, others can sponsor other levels. We could consider having a break sponsor either for meals or specific components.

The current rate is \$395 for one booth, one attendee. We could charge an additional \$400 for the morning and \$200 for the afternoon (\$795 / \$595) and would be first come first serve on who can sponsor. The Board agreed to have no break sponsors for 2016 and see how the rest of it works.

Amber thought we should think about our members bringing other groups that would have a similar need (topic wise).

Rachelle thought our Chapter could sponsor a break and discuss the benefits of what joining ARMA would be. Amber said that we could do an 'ad' for ARMA. We could place the ad on the website.

Monthly Sessions for 2015-2016

September: Ane selected a room at the Pinnacle Arena for \$150 and a buffet lunch would be placed in a separate area. Ron said we could do the club lounge for \$300. He said that they are working with us on lunch; the cost will be comparable to being at the Scott Center. Ane will see if the club lounge can be reserved for \$200. Cindy said there is free parking in the parking garage, no matter what room we are in, but that we would have to be escorted no matter what. She said there will be a lot of walking so comfortable shoes will need to be worn. The tour will be one hour (and will be stated on the website for the meeting). The director of event services (Sharon) at the arena said she would talk to the group, but was hesitant. The Board brainstormed on topics such as: How are the records maintained for concerts? Carefully reading contracts for specifics. What is the strangest issue that has occurred? Who handles the contracts? With concerts – what are the legalities - who's involved, etc. What information is in the contracts and where are they stored? Are they electronic or paper? How does the arena manage their guests, contracts and food? Everyone should send a list of questions to Ane and Cindy by the end of next week; Ane will compile and send to Sharon at the arena. Ron said we could offer to interview her if she didn't feel comfortable developing a presentation. Or, we could just have questions in advance for her.

Cindy has a backup plan to have Missy Ellis with Telebate LLC (auditing) to discuss SharePoint basics and how she uses it with her clients. She is local (Lincoln). However, the Board agreed the presentation should really be about the arena.

Ron will budget for two gift cards for the September meeting; 1 for Sharon and 1 for Missy (the backup).

Theme song: Walk This Way (Aerosmith)
Title: Back Stage Pass

October: Mark Langan; he will bring his book to sell. We are giving him a gift card for \$50. This is our bosses' day meeting

Theme song: Bad (Michael Jackson)

November: Nothing confirmed yet. Kim has attempted to contact Houston Howley regarding Data Analytics. He no longer works for ZL Tech and now works for Sumo Logic. UPDATE: Houston Hawley no longer has a role in data analytics and referred Kim to his peers at ZL Technologies. Kim is working with Tom Mulligan, who also does some business with Cori Brock. Tom will try to make the trip to Nebraska 'multi-purpose' to get other meetings in. Tom is waiting for approval to travel, but is confident he will be able to.

Theme song: She Blinded Me With Science (Thomas Dolby)

December: Ron confirmed Rapid Fire Sessions; Jacque will present on how to prep for CRM; Paul Petera with TD will probably present a mini case study “From hoarding to healthy”; Bill Lang with LES will discuss “SharePoint eDiscovery and Records Center Intro”; Chad Kudym with DataBank will present (topic unknown at this time), perhaps discuss hard copy mail to electronic; Tom Shulte is confirmed as the auctioneer. We need to limit the silent auction option this year.

Theme song: Danger Zone (Kenny Loggins)

January: Cori confirmed Russ (BCBS NE) to present topic on legal holds and discovery

Theme song: Hold Me Now (Thompson Twins)

February: Donna confirmed Doug Kaminski with Huron will speak on social media. If he has business in the area, he will split expenses.

Theme song: Video Killed The Radio Star (Buggles)

March: Rachelle confirmed Mark Adams; he may speak on security data breach. He will incur hotel and airline fees, but is not charging a speaker fee.

Theme song: You Give Love a Bad Name (Bon Jovi)

April: Amber - Spring Seminar (see above)

Theme song: Push It (Salt-N-Pepa)

May: Jim confirmed Dave VanSickle (BCBS NE) to present a SharePoint topic. He will not charge a speaker fee. We will give him a gift card of \$50.

Theme song: Eternal Flame (Bangles)

June: Amber confirmed McGrath and they are thinking they would have two people speak. The topic will be wearable technology – security and privacy – case study type – who owns the data. Need 2 gift cards of \$50 each.

Theme song: Let’s Go Crazy (Prince)

ALL monthly sessions: Title of topic to Rachelle – by one week from July 31 (Aug. 7) and speaker bios and pictures to Rachelle and Cori by mid-August.

Treasurer Report: Ron sent out the June treasurer’s report. On the budget status report, the Chapter is \$1,367 ahead on the budget. Ron needed the May meeting minutes for the Board, as that is where the new Board was announced. That is needed to take with him to the bank.

There are gift cards each month for speakers and some related travel expenses.

The budget was approved; Ron went through every line item with the Board.

Website: Amber drafted a terms of service agreement and website proposal which combine to make the “Contract”. Documents are being formalized and will be sent to Patrick Adams for review once Cori gives the blessing. Both Amber and Cori talked to him and discussed other ARMA websites. They discussed having drop downs on the top of page and buttons that are “calls to action”. Also on the top, we would have the logo / About / Professional Development / Program Year / How to Contact Us / Monthly Meetings – Upcoming Events / Session of the Month. We would also have scrolling pictures.

Should we consider giving recognition on our website to sponsors year round? Vendor and sponsors can be used interchangeably. We could have an area for our vendor members and thank them for sponsorship. How do we distinguish? We will contact our vendor members to get logos. The decision is that Amber will have Patrick develop a sponsor page (thank you) for 2016 to recognize all levels of sponsors.

Rachelle – discussed Constant Contact – usability. We decided we should keep Constant Contact for this year and see if something similar can be used with our new website next year.

Image gallery needs clarification. It needs to include all content – not just website – but jpgs, etc. Rachelle has specific requirements for photos that Amber needs to go back to Patrick with such as testing phase, no size requirements. UPDATE: We will have an image gallery but will not migrate the photos from Picasa at this time.

We should have a separate login for the Board. UPDATE: We have added in a separate board only section to the website contract and the documents from Alfresco will live there in the future.

Constant Contact is used for: Emails, badges, grouping, registration, discount codes, reporting, the PayPal component. Maybe there could be a link to Constant Contact to work through the new site. Constant Contact is \$300 a year and a plus is that it's mobile friendly.

Charity: List for the first meeting – what kinds of donations we need; start collecting in October.

Program Brochure: We are not printing the brochure. We are doing session of the month; all the available sessions are in a table. We will want to compare what is the schedule this time to make sure they are not the same as last season (Ane).

Amber thought maybe we could consider doing a distance membership with a WebEx feature. We could do WebEx or live streaming; either could do either at Ameritas or at Blue Cross. We could do a test at Ameritas in November. There should be a distance limit. For instance, the attendee couldn't be in Omaha and has to be within so many miles outside of Omaha or Lincoln. Jacque knows a person in Cincinnati who she's been corresponding with as he wants to attend the November meeting through one of these methods.

We talked about another option to use camcorder to record the sessions and upload to our Chapter website using a Pay Pal shopping cart.

We could ask International about CMR credits for our programs; do we need a code for CLE?

Leadership conference:

- There is a lot of money that needs to be advertised for obtaining scholarships; grants for research; bachelor, masters, CRM; conferences. A form can be completed to be reimbursed from the region for some things. A silent auction will be online as well. The Board agreed that Scott Swanson would be the best person to figure out how the education reimbursement works.
- Do we want to give \$250 to the International's Education Fund or hold it back? We could use the money for gift cards or possibly for the charity auction in December.
- Bill Ptacek Fund – We didn't make a contribution last year. The whole reason we were doing this contribution before – we were giving \$250 the Patacheck fund to give smaller chapters who are struggling financially. Maybe we use the funds for education purposes; reserve – scholarship / leadership fund.
- ARMA International's new CEO is going to revamp and fix the international website (a priority).

- MRM Leadership Team – scholarship funds (maybe ask Mark Graves); Jim could reach out to James in the region (treasurer).

Chapter Retention: Ane distributed the retention schedule and library holdings. The Board decided to remove the Chapter operations manual as we do not use it.

Meeting minutes are signed and stored with the Chapter librarian (Cindy) for 6 years.

Treasurer – store files hard copy.

The Board went through the retention schedule and approved it.

The next Board meeting will be in Lincoln at Pinnacle Bank Arena (Room TBA), September 16, 2015 beginning at 9:00 a.m.

Adjourned at 3:20 p.m.

Donna Widhalm, President _____

Kim Perkins, Secretary _____

ARMA Nebraska
September 16, 2015
Pinnacle Bank Arena, Lincoln, NE

Attending:

Donna Widhalm, President
Jim Bourne, Treasurer
Cori Brock, Webmaster
Cindy Dulas, Librarian/Archivist
Jacque Hornung, Director of Membership
Ane McBride, Immediate Past President
Kim Perkins, Secretary
Rachelle Takemura, Public Relations
Ron York, Program Director

Absent:

Amber Roberts, Vice President

Called to Order:

Donna called the meeting to order at 10:13am.

Minutes:

July minutes were approved. *(Print copy next time for signatures.)*

Budget/Treasurer Report:

Jim distributed copies of budgets; the Board reviewed and approved.

Membership:

Jacque reported that the chapter has 87 members with three new members; four members in grace; three did not renew. Rob Williams from DocuLynx is no longer member; Jacque asked him to renew with our chapter.

Library:

Cindy has two new books; will wait until web is up and running and send out an email notification to members.

Public Relations:

Rachelle will put pictures where they need to go on the new website and have Cori link them. The main storage for now will be Picasa and will link to the new ARMA NE website. When announcements are made, the website will be updated to state that monthly meetings start at 11:30am. The 'pass' should be left up for awhile. The Board agreed to place the special one more month and discount it to \$10 off at a total of \$260.

Seminar:

Amber said everything was good to go for the Spring Seminar regarding the speakers. Jacque discussed doing a skit (video) to enhance membership.

Other:

The charity will be announced today and at monthly sessions. Donations will be collected monthly along with any cash and gift cards.

Website:

If you bring your boss, you will have to sign up your boss with a code for October.

Cori – will meet with the web designer after the tour today. There is still a lot to do, but Patrick is ‘handing over the keys’ today. Cori hopes to have everything done by the end of next week. The Board agreed to put website ‘created by’...so the webmaster would have a little free advertising. It was confirmed we put in \$15 a month in the budget for maintenance (\$3k for budget). The library is the biggest piece of it.

Speaker needs for Oct:

We need a table for the speaker to sell his books. He is charging our chapter \$50 for the speaker fee, so we’re giving him that instead of a gift card.

Unfinished Business:

We are good with the program brochure and sessions of the month.

Talk with Amber about sponsors next month; survey.

Retention schedule; talk about next month.

NEW Business:

November 1 is the deadline for the chapter website of the year. The webmaster does the letter of intent; look in chapter connections.

There are AIEF grants available for certification testing. The Board agreed we would not provide a donation for the AIEF silent auction.

Paula Sutton stated there will be a hospitality session for the Midwest Rocky Mountain region, Monday, October 5 at the ARMA International conference.

Technology Junction Conference - encouraged ARMA members to come. The conference is December 3 at the Century Link in Omaha. There is no charge for association to members; can get credit for attending. We should register for it; pursue to find out more information.

Adjourned:

Donna called the meeting at 10:52am.

Donna Widhalm, President _____

Kim Perkins, Secretary _____

ARMA Nebraska
October 21, 2015
Scott Conference Center – Omaha, NE

Attending:

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

Absent:

None

Called to Order:

Donna called the meeting to order at 1:10pm.

Minutes:

The September minutes were approved.

Budget/Treasurer Report:

The chapter made final payment to the website host and we will be paying a monthly maintenance fee.

Donna was under budget for the ARMA International conference.

Membership:

Jacque reported that the chapter has 87 members.

Library:

No updates.

Public Relations:

Mark Adams moved to Ohio; he will try to have his new company pay for his expenses. Otherwise, the chapter will reimburse him for expenses.

Seminar:

The agenda is complete; we will have two panels. A request has been sent to the Blue Cross Blue Shield print shop to print the programs. Amber is focusing now on sponsors and will also update the sponsor and exhibitor letters. (*Letters are now done.*)

Other:

The charity will be announced at monthly sessions. Donations will be collected monthly along with any cash and gift cards.

Website:

Cori will remove the payment pass from the chapter site. The event photos will be changed to show the current month's event photos; the photos will scroll. Rachelle discussed having all photos in the same place on the site.

The shirt order information will be removed from the chapter website in another week or so. An alert will be sent to members about the order being removed.

A message will be sent to all members regarding the library. Each member will receive a user name and password to allow them to check out books. The passwords can be reset.

The board documents will be consolidated by month and year.

The board discussed making the attendees company name a required field on the registration form.

Speaker needs for November:

The board agreed unanimously that Tom Mulligan's signed speaker agreement, bio and presentation was to be received by Monday, October 26, 2015. The board discussed the speakers questions related to the presentation in a separate email. Kim will formulate a response. *(All points are complete.)*

Unfinished Business:

Amber discussed the Tech Junction conference. It is solution based, not a sales pitch by vendors. Approximately 250 attendees are expected. There will be five sessions which will be 50 minutes in length each; two sessions occur at a time. Sessions are first and the keynote is last.

Some of the topics include communications, security, infrastructure; targeting IT professional. The sessions are CPE accredited (including project management). The conference is December 3, 2015 at the Century Link Center. The board agreed to consider having a booth at the conference to promote ARMA. There is no cost to us.

The Tech Junction conference is their first event in Omaha (grass roots advertising); they got in touch with us through ARMA International.

New Business:

Julie Colgan – The Internet of Things – consider as a topic for next year

Adjourned:

Donna called the meeting at 2:19.

Donna Widhalm, President _____

Kim Perkins, Secretary _____

ARMA Nebraska
November 18, 2015
Ameritas – Lincoln NE

Attending:

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

Absent:

None

Called to Order:

Donna called the meeting to order at 1:18pm.

Minutes:

The October minutes were approved.

Budget/Treasurer Report:

An extra Amazon gift card for the Pinnacle arena tour was purchased (due to two speakers); we budgeted \$650 and now are at \$700 for speaker gift cards.

We will give the auditor a \$50 Amazon gift card.

Membership:

Jacque reported that the chapter has 86 members; 1 new member from Farm Credit Services.

Library:

Cindy reported there are two new books in the library; Microsoft Sharepoint and Secure Management of Private Information.

Public Relations:

No updates.

Other:

Ask Scott what he did in recognition for someone leaving the chapter upon retirement.
(Su Davis)

Seminar:

Amber is working on contacting sponsors. One person within the chapter volunteered to assist (outside the board). Amber will be recruiting volunteers in the future.

Website:

Cori is working with Cindy on the library. Amber is set up to access the library also. The process is somewhat complex on the librarian's end, but the member access is more simplified. Cori is loading the board documents starting from scratch. Every year will be on a separate page and then by month. Amber suggested organizing the documents by year/month in one area instead of separate by year. The Treasurer's report will just be replaced every month. Event photos are small; if they are larger – they don't seem to show up correctly. The area of photos will be reviewed and updated.

Charity needs:

Jacque stated we need more donations for Domesti Pups. Jacque will get in touch with the charity contact to make sure she's coming.

Rachelle will send out a communication to chapter members before black Friday, encouraging all to buy more items for the charity.

Speaker needs for December:

Ron said he needs someone to compile the Rapid Fire presentations on a flash drive; Cori volunteered.

Auction items; wrap them – no silent auction. Raffle items will be gift cards. Amber donated two gift cards - \$25 Olive Garden and \$25 Texas Roadhouse. The board will start making other inquiries (maybe a couple more gift cards). Each gift card will have a bag next to it where people can put their name in.

Ane will have a puzzle or trivia at each table for an ice breaker.

Unfinished Business:

Amber discussed the Tech Junction conference. It's December 3; Amber will represent ARMA and will cover the booth table with the chapter table cloth. She will have some brochures from ARMA International, the website on display (her laptop), free Information Management magazines, and the chapter 2015-2016 event schedule. Amber will develop a sign-up sheet with check boxes for membership inquiry; Jacque will follow-up with interested persons.

Ane suggested having business cards to use with our mission statement on the back. An inquiry will be made to Rhonda at Blue Cross Blue Shield to print them. Anyone who works the booth will need to sign up for the conference as a head count is needed for food. Amber can cover some of the day, but not all. She will need someone to cover the afternoon. Donna and Kim volunteered to help if needed.

Adjourned:

Donna adjourned the meeting at 2:07.

Donna Widhalm, President _____

Kim Perkins, Secretary _____

ARMA Nebraska Board Minutes
December 16, 2015
Scott Conference Center - Omaha

Attending:

Donna Widhalm, President
Jim Bourne, Treasurer
Cori Brock, Webmaster
Cindy Dulas, Librarian/Archivist
Jacque Hornung, Director of Membership
Ane McBride, Immediate Past President
Kim Perkins, Secretary
Rachelle Takemura, Public Relations
Ron York, Program Director
Scott Swanson (Guest)
Duane Doppler (Guest)

Absent:

Amber Roberts, Vice President

Called to Order:

Donna called the meeting to order at 2:02pm.

Minutes:

The November minutes were approved.

Budget/Treasurer Report:

The board reviewed the budget and agreed it is on track.

Membership:

There are currently 85 members. There are five people to follow up with from the Tech Junction.

Library:

The library books are loaded on the new website, but there is check out issues. We will continue to work through the issues.

Public Relations:

No updates.

New business:

The gentleman in Cincinnati that participated by WebEx last month stated the application worked fine once the kinks were worked out. The board discussed to have presenters bring a thumb drive in the future and use screen share. Lessons learned were discussed from WebEx. Cori will check to see if there is a plug in for WebEx or GoToMeeting. Donna will contact Brian Stark to see what other chapters in the Midwest/Rocky Mountain Region have done with this and get some feedback from other chapters on how it's done. Cori will research other subscription programs. Duane will poll state employees to see if there is interest in WebEx meetings.

Seminar:

Amber needs to have people volunteer to contact vendors/exhibitors. Maybe Amber could check on Residence Inn for speaker lodging, as the current rate is \$107 for government employees.

Website:

Cori has updated items on the new website as previously discussed. The board members are to let her know if there is anything else. She will delete the old job postings.

Charity needs:

Total donation was \$5,890 (includes matches). Auction \$1,086; raffle; \$112 and cash donations total \$312.

Speaker needs for January:

The January session is at Blue Cross Blue Shield. Rachelle will build a code for Blue Cross Blue Shield employees for registration. Rachelle will handle the food and will sign up speaker for free.

Unfinished Business:

The ARMA NE business cards that Cori designed and printed for the Tech Junction conference will be used for visitors (like in a welcome packet). The board discussed having these business cards on hand to provide to prospective members or interested parties.

Adjourned:

Donna adjourned the meeting at 2:55.

Donna Widhalm, President _____

Kim Perkins, Secretary _____

ARMA Nebraska Board Minutes
January 20, 2016
Blue Cross Blue Shield of Nebraska - Omaha

Attending:

Donna Widhalm, President
Jim Bourne, Treasurer
Cori Brock, Webmaster
Cindy Dulas, Librarian/Archivist
Jacque Hornung, Director of Membership
Ane McBride, Immediate Past President
Kim Perkins, Secretary
Amber Roberts, Vice President
Ron York, Program Director
Scott Swanson (Guest)
Duane Doppler (Guest)

Absent:

Rachelle Takemura, Public Relations

Called to Order:

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

Minutes:

The December minutes were approved.

Budget/Treasurer Report:

A few more gift cards may have to be purchased due to giving some extras out. All other budget items are good.

Library:

Cindy stated the library process is working better. She loaded another book to the library today. Cori will continue to work through the coding issues if necessary. Two books will be purchased and added to the library that Amber suggested. The book topics are big data and information governance.

Membership:

There are currently 85 members. We received two new members; one from Mosaic and another from HDR. We had two retirees. Seven members are up for renewal in January. Jacque followed up with five people from the Tech Junction conference that showed interest in ARMA.

Seminar:

Our first spring seminar planning meeting was held today. We still need two panelists; one versed in RIM and the other in IT. The topic will be, "RIM versus IT - Can this marriage be saved?" Rhonda Wagner confirmed that Blue Cross Blue Shield printing services will prepare the seminar books this year.

Public Relations:

No updates.

Website:

Cori analyzed numerous WebEx resources and pricing. The ones Cori favored were: Cisco, Go To Meeting, Global Meeting, and Free Conference Call. She preferred to have recording and chat window capabilities. Cori did test one of these. It is a free service - Free Conference Call and does have recording capabilities. Amber will research a similar program that she is familiar with through another professional organization. Duane talked about following through on polling state employees as to the benefit of WebEx.

Website: We currently use Picasa for photo storage. There have been many issues of moving photos to our new website. We are currently linking the ones on our site now to Picasa and will continue to do so for the foreseeable future.

Speaker needs for February:

Nothing is needed for Doug Kaminski; all is good. He will be in town on business and will make his own arrangements – no charges for the chapter. Catering from the Olive Garden restaurant has been arranged. Donna will send Doug's bio to Cori for posting on the website.

Speaker needs for March:

We will remind Rachelle to get the bio for Mark Adams to Cori to post on the website for the March meeting.

Unfinished Business:

The board discussed moving the summer planning meeting from the Blue Cross Blue Shield of Nebraska office to Gavilion's office downtown Omaha.

New Business:

The region call was not held; no word from Brian Stark.

Adjourned:

Donna adjourned the meeting at 2:00.

Donna Widhalm, President _____

Kim Perkins, Secretary _____

ARMA Nebraska Board Minutes
February 17, 2016
Ameritas – Lincoln, NE

Attending:

Donna Widhalm, President
Jim Bourne, Treasurer
Cori Brock, Webmaster
Cindy Dulas, Librarian/Archivist
Jacque Hornung, Director of Membership
Ane McBride, Immediate Past President
Kim Perkins, Secretary
Amber Roberts, Vice President
Rachelle Takemura, Public Relations
Ron York, Program Director
Scott Swanson (Guest)

Absent:

None

Called to Order:

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

Minutes:

The January minutes were approved.

Budget/Treasurer Report:

Jim stated the chapter's budget and checking account are in good standing. There have been some payments received for the seminar (attendees and exhibitors both). There are upcoming speaker expenses to disperse. These include travel related for March (Adams) and airfare (Cisco – spring seminar).

Rob Williams with Doculynx is not a member, but is registering as a member. The board discussed researching this to see if he is registered with ARMA International or an Iowa chapter (Ane will look on the Iowa list). The board will follow up on this topic to determine if we should move forward to notify him to join the Nebraska chapter or pay non-member fees. UPDATE on February 17, 2016: Ane checked the Iowa roster to see if Rob Williams with Doculynx is a member there, but he is not on the member list.

Library:

Two new books will be added to the library next week.

Membership:

There are currently 85 members. We may lose Meena Curfman as she no longer has employment. Jacque sent Sam DeSenno with D4 a communication with details about the benefits of remaining with ARMA.

Seminar:

Amber will send spring seminar invitations to other chapters such as in Iowa, Kansas and Missouri. Ane will post the brochure UNL, Doane and Kaplan in Lincoln. Amber will follow up with Metro Community College and College of St. Mary's in Omaha to see if they will provide their information to the paralegal, business and IT programs.

We need a minimum of 55 registrants to break even for spring seminar.

The second spring seminar planning meeting was held today. Amber received confirmation on the last IT panelist (Monica). UPDATE on February 17, 2016: Amber received word from Monica; she doesn't think she's the right person now. Amber has asked Scott Swanson to follow up with Skip Hayford and see if he is willing to participate. Monica will be on the backburner if we don't find anyone else. Also, if Skip doesn't work out, Amber can ask Mark Graves unless someone has another candidate they can think of.

Amber is working on the program binders and will confirm sponsors and exhibitors closer to the due date. The sponsor/exhibitor fees are to be paid by the deadline in order to assure they are in the binder. The final information will also be forwarded to Judy Dush to incorporate into the vendor cards.

A follow up was recommended to see if DocuLynx was a sponsor last year. (They should not be on our website if not a member.) Cori was going to confirm other sponsors on listed on the site.

Public Relations:

As a board, there seems to be some misunderstanding on how often we post items on our chapter website. The bios of speakers were always posted following our summer planning sessions (there a deadline given). Speaker bios, the presentation title and a short summary of the topic is needed for each month. Amber will get her and David VanSickle's presentation information to Rachelle soon for posting to the chapter website.

Rachelle will send out more information on the spring seminar 2 weeks prior to the early bird registration deadline.

Website:

There is no link for session of the month on the ARMA International website. MER was contacted for videos to link to our chapter website to post; no information has been received back from MER. Cori is waiting on board members for updates to event descriptions.

Speaker needs for March:

There is nothing needed for March for Mark Adams at this time. Rachelle will ask Mark about pick up / drop off and dinner the evening before the session. The event will be held at TD Ameritrade in Omaha.

Unfinished Business:

None.

New Business:

There has not been a region meeting held by Brian Stark. (A follow up is needed with Mark Graves on a marketing meeting message he sent out.)

Amber discussed records management program recruitment at colleges. There may be candidates in the areas of business management, information technology or library science.

Adjourned:

Donna adjourned the meeting at 2:11pm.

Donna Widhalm, President _____

Kim Perkins, Secretary _____



ARMA Nebraska Board Minutes
March 16, 2016
TD Ameritrade – Omaha, NE

Attending:

Donna Widhalm, President
Jim Bourne, Treasurer
Cori Brock, Webmaster
Cindy Dulas, Librarian/Archivist
Jacque Hornung, Director of Membership
Ane McBride, Immediate Past President
Kim Perkins, Secretary
Amber Roberts, Vice President
Rachelle Takemura, Public Relations
Ron York, Program Director
Scott Swanson (Guest)
Duane Doppler (Guest)

Absent:

None

Called to Order:

Donna called the meeting to order at 1:36pm.

Minutes:

The February minutes were approved.

Budget/Treasurer Report:

Jim stated that we have ample funds in the checking account. He still needs to reimburse Mark Adams for airfare and expenses. He has already paid the two speakers expenses for spring seminar.

Spring seminar attendees that pay by check; the information will be forwarded to our VP of Membership, Jacque, and she will register them electronically (we'll need to track this information).

We are behind on spring seminar registrations. Rachelle will send out another email notification to members.

Library:

Some new books were added to the library. The electronic process is going well. A request was received from Jodi Lang (LES) for six documents (each is a PDF) from the ARMA International website. The documents range in cost from \$2.00 to \$3.00 each. Cindy cannot place the PDFs in the library due to the document number type. Cindy contacted ARMA International to discuss how to handle this. Cindy was told she could print them off but in small quantities (not more than four or five). They also stated Cindy can post the PDFs in the education portion of our chapter's website and could link the PDFs to the library (so long as only members could access). The board made the unanimous decision that the documents are not of high value and not worth the effort to follow through on. Cindy will relay to Jodi that she will need to purchase the documents herself.

Membership:

There is nothing to report as ARMA International's member reports were incorrect.

Seminar:

Monica decided she could not be on the IT panel. Skip Hayford with HDR would be willing to be on the panel. Amber will follow up with Skip and will also make an inquiry for a \$300 sponsorship (Gold).

Our President – Donna, Vice President – Amber, the panelists and speakers will have dinner the evening before the Spring Seminar at Mantra. Amber will handle reservations.

Everything is set for the Scott Center. We will need to provide them with a final attendee count. Ron will follow up with the venue to get the date of when the final number is needed. Ron will also inquire about how early we can arrive and set up. (We think in previous years it has been around 6:30am.) Registration assistance should arrive by 7:00am. Ron will follow up on breakfast items and if there are snacks in the afternoon or just refreshments.

We are going to use the name tags we currently use for monthly sessions. Ron will need to print new ones for those that do not already have name tags.

A list of attendees, sponsors and exhibitors will need to be finalized for certificates. Certificates for gold and platinum sponsors will be framed. Certificates for the rest of the sponsors and exhibitors will be placed in folders.

We need to have noticeable signage for RSD. The signage should be placed by the registration table and in other key areas throughout the event rooms. Amber will print some logo signage out.

Amber will create the slide show for sponsorship and vendors and run it by Rachelle to include pictures from the past year.

The ARMA NE commercial will be shown in the morning before the seminar commences.

Donna agreed to be the backup master of ceremonies should Amber be unable to attend.

Ron confirmed that Iron Mountain will provide bags which we'll use to hand out give aways for attendees.

Scott volunteered to prepare gift baskets for the two speakers. These will be available to the speakers when they arrive at the hotel. The chapter will also give the speakers gift cards.

Public Relations:

Rachelle will send out a blast email for spring seminar this week and every two weeks until seminar.

Website:

Cori stated she was able to engage our web host/designer to get involved in the library checkout time. The checkout time was able to be modified for 30 days.

The Picasa link will be used for event photos on the chapter website. If a user clicks on the archive photos – all photos can be accessed.

Speaker needs for May:

Amber stated that a Power Point presentation is being developed in conjunction with David Vansickle (Blue Cross) on E-Discovery and Share Point. Amber will provide a description of the presentation for the chapter website event section and bios to Jim. A podium will be needed. Ron will work with Debbie Vandegrift (LES) on catering for the event.

Unfinished Business:

The board made a unanimous decision to allow Rachele and Scott to attend the Spring Seminar free if they choose.

It was discussed how Jacque will register people who paid by check. Rachele will add a code to the site for both members and non-members.

New Business:

The leadership conference is July 22-23 in Minnesota. Donna will attend, but Amber will be unable to attend. Cori expressed interest in attending in Amber's place.

Adjourned:

Donna adjourned the meeting at 2:39pm.

Donna Widhalm, President _____

Kim Perkins, Secretary _____



ARMA Nebraska Board Minutes
May 18, 2016
Lincoln Electric System – Lincoln, NE

Attending:

Donna Widhalm, President
Cori Brock, Webmaster
Cindy Dulas, Librarian/Archivist
Jacque Hornung, Director of Membership
Allison Loseke, Public Relations
Ane McBride, Immediate Past President
Kim Perkins, Secretary
Amber Roberts, Vice President
Ron York, Program Director
Scott Swanson (Guest)

Absent:

Jim Bourne, Treasurer

Called to Order:

Donna called the meeting to order at 1:26pm.

Minutes:

The March minutes were approved.

Budget/Treasurer Report (April/May 2016):

No report.

Library:

One new book was added to the library. If ordering books from ARMA International, they now ship flat rate only, so shipping has increased.

Membership:

We currently have 85 members; have 2 new members; Rachel Gerner – DEQ and Ember Krumwied – Investco. We have six member in grace and three members up for renewal. Jacque will send a blast email to all non-members who attended the spring seminar encouraging them to join ARMA International and our chapter.

Post Seminar Update:

We received positive remarks on the seminar surveys. Other comments were related to room temperature (too cold in main room) and the speaker could not be seen well. There was not a lot of feedback on the tracks although it seemed like the variety was good – but maybe sharpen in on topics more. We will have further discussions whether or not we have tracks or full day topics.

Thank you cards will be sent out to the sponsors who donated gifts.

Public Relations:

Allison has sent a lot of test emails through Constant Contact. She is trying to learn the role of public relations director. Cori has mentored Allison to copy and paste information from the chapter website related to the meeting notices. Allison will email photos to Cori for posting to the chapter website. All board members were in agreement that a camera needed to be purchased for the chapter.

Allison will investigate going to Rockbrook Camera; \$250.00 would be maximum we would want to spend. Rockbrook Camera has classes on camera use included in the purchase price of a camera.

Website:

The website is back up; it was a GoDaddy issue on their end. The board agreed that using Constant Contact is still a good idea for registration and good to have as a backup. Two websites we can research to know if our site is down are: isitdownrightnow.com and Menastic.com (Amber suggested Cori sign up for these).

Cori was going to add templates to the chapter website for the annual spring seminar so we won't have to regenerate documents utilized each year.

Speaker needs for June:

Ane will follow up with our speakers to see what they need for technology purposes for the session. They are both local, so there will be no travel related needs. The speakers are not charging the chapter, so we will be giving them each a gift card. The June meeting is also the awards ceremony. Everyone is encouraged to dress up in the 80s attire. Door prizes left over from the seminar will be used. Smaller item donations will be accepted for additional door prizes.

Unfinished Business:

2016 Region Leadership Conference – Donna and Cori are traveling to Minnesota July 21, 2016. Dates agreed upon for the chapter summer planning sessions:

- June 29 at Ron's house at 8114 N. 279th Street, Valley, NE / 8:30am start
- July 27th at Ameritas 5900 O Street / 8:30am start

New Business:

No region calls have occurred since December (since Brian Stark left his position). His role will be filled in the future.

Monitors are needed for the ARMA International conference. As a monitor, registration is paid for and you work half the time either in the morning or afternoon. Some of the role includes helping people get to where they need to be and scanning badges at sessions. Early bird registration for the conference ends July 31, 2016.

Adjourned:

Donna adjourned the meeting at 2:20pm.

Donna Widhalm, President _____

Kim Perkins, Secretary _____



ARMA Nebraska Board Minutes
June 16, 2016
Scott Conference Center – Omaha NE

Attending:

Donna Widhalm, President
Jim Bourne, Treasurer
Cori Brock, Webmaster
Cindy Dulas, Librarian/Archivist
Jacque Hornung, Director of Membership
Allison Loseke, Public Relations Director
Ane McBride, Immediate Past President
Kim Perkins, Secretary
Amber Roberts, Vice President (plus Alyria)
Ron York, Program Director
Scott Swanson (Guest)

Absent:

None

Called to Order:

Donna called the meeting to order at 1:39pm.

Minutes:

The May minutes were approved.

Budget/Treasurer Report (June 2016):

Jim discussed purchasing Amazon gift cards as the chapter was deficient by three. Jim reviewed which meetings had more than one speaker (two gift cards). The sessions were: Pinnacle Arena (in September 2015), spring seminar, May meeting on SharePoint and today's meeting with McGrath North. He ordered three gift cards online that came with gift boxes. He ordered three more gift cards without the gift boxes that will be added to the 2017 budget.

Except for the gift cards to be added to the 2017 budget, the chapter is not over on the budget. Hosting fees for the chapter website needs to be included in budget. The Scott Conference Center will be paid today for the spring seminar. The chapter will reimburse Jacque for the items purchased for the annual awards ceremony.

Library:

One new book was added to the library.

Membership:

We currently have 82 members. One new member joined; Tiffeny Shreve – Northern Natural Gas. We have four members in grace, two members up for renewal and four members not renewed. Ane discussed possibly piggy backing on ARMA International's survey to help increase membership. Donna suggested using the new video at the September meeting.

Seminar Update:

John Isaza is confirmed for the 2017 spring seminar. The board discussed approaching him about representing at the platinum sponsorship level and we would waive the fee. Consideration of John presenting product information for Information Solutions will be explored more at a later time. John will not charge for speaking fees and requested only reimbursement for travel.

Cindy completed a pre-event questionnaire for astronaut Clay Anderson in consideration of a keynote speaker. The charge is \$10,000.00, but is negotiable. The board discussed asking Scott Haugaard of the Nebraska State Patrol to consider being a keynote speaker following lunch. Scott is to present on cyber security topics at the October 2016 chapter monthly education session. Since he is also involved with the Federal Bureau of Investigation in the technical crimes unit, he has a vast array of topics he could present on. Amber stated that Scott was a speaker for the Nebraska Paralegal Association's (NePA) spring seminar and did a good job. Kim will follow up with Scott to gauge his interest. Ron also discussed asking D4 to consider presenting as a keynote speaker as an alternative.

The board discussed other topics on a menu list that John Isaza provided. One area of interest is depositions or examples thereof as an addition to other seminar topics.

Public Relations:

Allison stated that the Constant Contact application was smoother this month for registrations. She had one new contact sign up. Allison will be looking at Rockbrook Camera and possibly other places to purchase a camera for the chapter. Reimbursement for the camera will be available July 1, 2016.

Website:

Cori will check with Patrick on web hosting fees. She is working on updating the chapter's Facebook page. It was suggested that Donna give more updates for the website each month to keep the site fresh. The chapter agreed on keeping the Constant Contact application. Cori talked about submitting the chapter website to ARMA International for consideration of a chapter award for the website. Amber suggested reaching out to Heather with ARMA International for information on the potential award submittal.

Unfinished Business:

2016 Region Leadership Conference – Donna and Cori are traveling to Minnesota July 21, 2016. Dates confirmed for the chapter summer planning sessions:

- June 29 at Ron's house at 8114 N. 279th Street, Valley, NE / 8:30am start
- July 27th at Ameritas 5900 O Street / 8:30am start

We talked to Rob Williams with DocuLynx about the Des Moines, Iowa chapter. Rob said he would email Ron with the Iowa chapter board members information. Rob was also going to email Kim with information on a contact from Tab so we could reach out to Tab for exhibiting at the 2017 spring seminar. Rob stated that the Iowa chapter had only about 20 attendees at this year's spring seminar. We talked about possibly partnering with the Iowa chapter for the 2017 spring seminar. More discussions will take place.

Donna talked about the chapter report information; she was editing last year's report. She is not getting responses from Brian Stark. Ane suggested contacting Heather Lehman.

Ane got an email from Brian Stark to consider being a part of the region team. (Education and Programming)

New Business:

None.

Adjourned:

Donna adjourned the meeting at 2:44pm.

Donna Widhalm, President _____

Kim Perkins, Secretary _____