



ARMA Vancouver Island Annual General Meeting Minutes

Thursday, May 12, 2016, 6:00 p.m.
The Four Mile House Restaurant

Present: Bruce Norman Smith, Dave Young, Terrell Les Strange, Ken Oldenburger, Jon Weston,
Chance Dixon, Stacie Barclay, Marion Villines, Kate Chandler

Call to Order

- Meeting called to order at 6:11.

Agenda

- Approved with additions under New/Other Business: (1) Changes to Society Act; (2) Classification Manual; (3) Brag bag for the leadership conference.

Minutes Previous Year's AGM

- Correct heading on page one to read Board of Directors 2015/16 not 2014/15.
- Dave made **motion** to approve last year's minutes with change. **Seconded** by Ken. Approved.

Director/Portfolio Reports

President's Report

- Bruce thanked the volunteers and commended them for excellent comradery.
- We are really growing in our maturity and taking great strides in terms of partnerships.
- Our financials are in great shape and we have done good work creating templates, etc.
- The event at St. Anne's was incredible with 100+ attendees and great feedback.
- The Nanaimo conference was fantastic with over 50 attendees, 3 sponsors, and an engaged community. The combination of better scheduling with other local information management events and an adjustment of the ticket prices coincided with better attendance and should be investigated further.

Treasurer's report

- The Treasurer is out of town; but forwarded a report indicating the bank balance at April 28, 2016 was \$12,600; and there were \$0 accounts payables.
- Treasurer to submit year-end financial report after June 30th.

Membership Report

- Jon reported 39 members; up from 33 members last year.
- Follow up surveys indicate lapsed members have usually left their job or the profession.
- More could be done to connect with new members (pins, cards, coffee); however ARMA Canada is not concerned with membership numbers. Big social changes are affecting organizations and ARMA Canada is looking at changes that will help small chapters.

Marketing Report

- Annette forwarded a Marketing Report (attached) which Bruce presented.
- Annette reported this was an excellent year with 6,251 website visits and 156 twitter followers.
- We have 46 active consents and are managing our communications in compliance with CASL.
- The career section of our website is well known.
- Annette is completing her second two-year term as Marketing Director, but would like to continue to serve on the board as Member at Large.

Programming Report

- Stacie and Ken reported programming was sort of on the fly, but it was still a great year.

- The Government Records Services event at St. Anne's was great and showed people are looking for these sorts of events. Two big events worked well and the event at Land Titles was really well received -- everyone loves tours.
- Next year we should do e-records again and will continue to establish a relationship with Government Records Services. At a minimum we should look at holding our big event in Nanaimo again plus two ½ day sessions in Victoria, with a tour. A shredding event would be good too.

Elections

<u>Position</u>	<u>Board Members for 2016/17</u>	<u>Year/Term</u>
President	Dave Young	Year 1 of 1
President Elect	Terrell Les Strange	Year 1 of 1
Past President	Bruce Norman Smith	Year 1 of 1
Treasurer	Trevor Youdale	Year 2 of 2
Secretary & CRM Liaison	Terrell Les Strange	Year 2 of 2
Members at Large		
Marketing Director	Marion Villines	Year 1 of 2
Membership Director	Jon Weston	Year 2 of 2
General Members at Large	Stacie Barclay Chance Dixon Annette LaFave Jennifer Mohan Ken Oldenburger	

- Terrell Les Strange elected President Elect.
- Marion Villines elected Marketing Director.
- Jennifer Mohan was unable to attend but submitted her name for Member at Large. Jennifer Mohan elected Member at Large.
- Ken and Stacie will continue as Members at Large, but not as Program Director.
- Terrell will continue as Secretary; but Bruce volunteered as backup/to take minutes if necessary.

Awards

- Member and Chapter Leader nominations. Names withheld pending notification of the winners.

New/Other Business

Changes to Society Act

- Ken advised that changes to the British Columbia Society Act will impact our constitution and bylaws. After the new act comes into effect in November we will have two years to transition. The new act will require electronic filing and allow no unalterable bylaws.
- We need to review our bylaws to ensure they align with the new act and make amendments if necessary. Amendments will need to be approved by the members at the next AGM.

Classification Manual

- The manual has been saved to Synology for some time. The board should review if they have not done so. Dave would like to move the Synology content to align with the file plan.
- Dave made a motion the manual be approved unless there is an objection. Approved by unanimous consent.

Brag Bag

- Dave, Ken, and Stacie should be able to discuss the brag bag in Halifax prior to the start of the leadership conference. It should focus on one innovation, such as our GRS partnership/event.

Meeting adjourned 7:22 p.m.

Draft for approval at the 2017 AGM.

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Marketing Report for the 2015/2016 Year

Once again, we had an excellent year for marketing activities within ARMA VI. Compared with the same time last year, our website traffic is up by 6,251 visits ; we have gained 50 new Twitter followers ; and our tweets count, begun in 2012, totals 156 items:

	May 4, 2015	May 10, 2016
Web Traffic Count	10,035	16,266
Twitter Followers	124	174
Active Consents	--	46

Along with the usual website postings of news, events and tweets, our Board members have assisted with posting our events on LinkedIn and on the recently created ARMA Canada forum.

The “Careers” section of our website is now well-known throughout BC and Alberta, and we continue to receive (and post) several job descriptions to our site, using a turnaround time of 24 hours or less.

Since July 2014, when the CASL (Canadian Anti-Spam Legislation) came into effect, we have been managing our “active consents” responsibly and appropriately (active consents are people who agree to receive emails about our upcoming events). Our consents listing now stands at 46 individuals, many of whom have become ARMA members.

Since I’ve reached the end of my “two years times two” term as Marketing Director and website manager, I would enjoy staying on in the role of Member-At-Large, where I can assist the incoming Marketing Director and website manager in their duties.

Respectfully Submitted to the Board of ARMA Vancouver Island by:

Annette LaFave, Marketing Director, ARMA Vancouver Island