

ARMA Vancouver Island  
Annual General Meeting  
(Meet & Greet)  
June 24, 2004, 5:00 p.m.  
Island Savings & Credit Union (Jacklin Road) Conference Room

Meeting opened by Cindy Watt

Cindy introduced herself and Ken and spoke briefly on the Canadian Region conference held in Vancouver.

1. Logo contest – no submissions to date, contest being extended until August.
2. Leadership convention update – Ken Oldenberger  
- Three major points of interest

Local scene - the brag bag winner was the Calgary chapter. They provide their membership with seminars, networking opportunities, liaison with other agencies and charities. These activities allow the chapter to raise money for chapter use and for charitable donations. They have an active education and training program through Southern Alberta Institute of Technology (SAIT). Being a new chapter, we've been adopted by Calgary who will provide support and planning for our start-up. Thank you Calgary!

International news – ARMA International sanctioned the Forrester Report which was a study conducted outside the RM community, including IT. Results of the report indicate a need to build partnerships between groups and to reduce misconceptions in the legal, financial, and IT fields. The message is that the RM practitioners need an image change. The White Paper can be found on the ARMA website.

National message – an education/training, and certification committee has been established to set Canadian guidelines for education.

Barb Crossley added that ARMA is looking closely at the Forrester study and one of the changes is an attempt to recreate itself over the next 18 months.

Board of Directors Introductions – Bonnie Walsh – Treasurer – commented that she is one of the many people learning RM along the way and looking forward to learning via ARMA.

Ann Cummings – Secretary – key message is to be visible in your organization, get involved, look for opportunities in otherwise negative situations, build action plans for Executive or CEO/CIO.

Barb Crossley - member at large - introduced herself as an independent consultant and has provided RM services to various fields across several provinces and territories. Barb stressed the need for more/better business plans for RM projects; the need to appear more professional; and to forge an IM/IT connection. Building a presence in your organization is important to success.

Other introductions:

Randy Jacobsen – File-IT  
Glenda Wheeler – Min of Water, Land & Air Protection  
Anja - Access Records  
Heather – Access Records  
Mac Culham – Royal BC Museum Society  
Beth Pitblado – Ministry of Transportation  
Roxanne Weeds – Ministry of Human Resources  
Mike Lauzon – BC Pension Corporation  
Jim Phillips – Matthews Storage

3. Election of Officers – Cindy explained the process that was followed at the inaugural meeting of ARMA VI in December resulting in the initial installation of the board of directors. Some positions were filled for two year terms so that there would be a smooth transition/turnover each year.

Positions vacant at this time: secretary; members-at-large.

Call for nominations for secretary was made. No nominations were put forward. Ann Cummings accepted the position by acclamation for a two year term.

Cindy explained the role of members-at-large.

- Heather gracefully volunteered to work on the webpage.
- Mike Lauzon offered his services as may be required.

4. Strategic Planning

The next ARMA program year runs from September 2004 to June 2005. Planning is done over the summer months for the year's program.

A very fruitful brain-storming session followed:

Event formats – a mix of lunch hour events (11:00-1:00) downtown Victoria restaurants, hotels or conference facilities; ½ - 1 day events at up-Island locations; possibly a 2-day training seminar at a central island location.

Possible partners – CIPS, CASCIS, CHIMA, Chambers of Commerce, Rotary Club, Toastmasters, Viatch and other local associations, municipalities – administrative officers groups.

Topics/Themes/Issues/Seminars of interest –

Certification programs (e.g. MS Project)

IT/RIM relations

Business Case Development

IM Capacity Check/Assessment

RIM in Emerging Nations (available October)

Vendor product demos – vendor's day/mini-trade show as part of a 1- or 2-day seminar

Vital records program/business continuity plan/PEP/Emergency response/disaster recovery plan – presentation by Cromwell as part of October's Disaster Preparedness month

Certification in disaster recovery

Tour of Access Records – Personal records destruction day (generate \$'s)

Managing personal records – speakers such as S. Bradley

Occupational health & safety – ergonomics

Document retention

Privacy Issues – speakers such as Charmaine Lowe, Kevin McKee

Marketing your RM program – speaker Dr. Mark Langaro

Risk analysis – possible speaker Graham Tranter

Basic RIM

Project management and records

Working from the home/Records Liabilities for consultants and home-based businesses

CRM Study Group – possible speakers – Pat Acton, Sandra Bradley, John Bolton (Calgary has website – ARMA Calgary.com)

Other overall suggestions included to attend and present inside and outside of ARMA to gain visibility; stay close to home for the first year; and to invite municipal & regional district RM participation (untapped market).

Cindy suggested this was a good list to work with for the coming year.

5. General meeting to be scheduled for August. Rerun logo competition for August, closing date to be announced.
6. 6:45 p.m. - Motion to close meeting made by Bonnie Walsh; seconded Beth Pitblado; leaving some time for everyone to mingle.