

January 25, 2007

Attendees:

Ken Oldenburger
Deb Mcclintick
Catherine Wayne
Emily Pike - guest
Ann Cummings

Regrets: Randy Jacobsen, Jim Phillips

Meeting called to order 5:00 p.m. (710 Redbrick Place)

1. Round table introductions for Emily Pike, guest (Toronto ARMA member) .
2. Motion to accept the Minutes of September 28, 2006 as presented made by Ken and seconded by Deb. Passed.
3. Treasurer's Report – Not available. 2 cheques from ARMA International given to Ken for deposit.

The national conference leadership grant application is due shortly, copies of financial materials are required to accompany the application.

Ken stated that our bylaws need to be updated and include the requirement for a copy of recent bank statements to be attached and presented with the Treasurer's report.

4. Program Planning -- summary of decisions reached:
 - 1-day conference
 - tentative date – May 31st
 - anticipated attendance for planning purposes is 75 to 100 people
 - presentations are to be between 30 – 45 minutes

Deb reported that Tower has responded positively to the request for them to sponsor this event and Deb will continue to communicate with Tower.

Outstanding Tasks/Issues:

- venue yet to be selected – possible choices discussed; Cineplex, Imax, conference centre. **Deb** to contact conference centre (preferred venue)
- Presentation titles or subject matter is needed immediately for conference promotional materials.
- **Ken** to confirm the following speakers: Sandra Bradley, Karanne Lambton, and a Belfour representative

- **Deb** to confirm the following speaker: Brenda Collins
- Emily suggested that Michael O'Shea may be interested in speaking, **Emily** will contact him.

Possible vendors and interest groups: **Ken** to contact Belfour, Rob Laundry, EPIC, and Mike Weston of Database Filetech; **Catherine** to contact PEP; Emily to contact Recall; **Ann** to contact Access; other possible vendors: Matthews Storage & Fixtures; FileIt Solutions

5. Marketing - Newsletter – **Catherine** will prepare it for distribution, articles to include information on the upcoming conferences and a preview of our speakers. Ken will prepare a message from the President.

Catherine asked for electronic logos for the major sponsors such as Tower and possibly Belfour. Logos would be placed onto conference promotional materials.

6. SPORG Training - **Ken** will show **Randy** how to use SPORG for the purposes of maintaining the contact list.

7. Membership & Contact list: There was a lengthy discussion about how to increase the contact list. New contacts information should be forwarded to Randy for input.

Ken mentioned that there are still problems with the online registration and he is still trying to get ARMA headquarters to resolve the problems.

Deb met with Dan Gunn of Viatech on how to build membership. Dan's advice was that we need a clear message regarding the benefits of an ARMA membership. Following discussion it was decided that building a value statement and mission statement would be **tabled** to a subsequent meeting.

8. **Tabled** to next meeting: Quarterly networking sessions.
9. Partnerships – no further development.
10. Bylaws – Ken mentioned that ARMA headquarters has indicated that all chapter bylaws need to be in line with those of ARMA headquarters. **Ken** will review our bylaws and then begin revising if necessary and will circulate a draft for input.
11. Next meeting – February 15th, 5:00 p.m. 710 Redbrick Street.
Meeting adjourned 6:55 p.m.