

February 20, 2007

Attendees:

Ken Oldenburger
Jim Phillips
Emily Shrimpton – guest
Randy Jacobsen
Deb McClintick
Ann Cummings

Regrets: Catherine Wayne

Meeting called to order 5:00 p.m. (1483 Douglas Street)

1. Motion by Ken to accept the Minutes of January, seconded by Jim.
Treasurer's Report – 2 cheques just received from ARMA International. Full report will be available next meeting.
2. Program Planning:
 - Speakers – Brenda Collins – being confirmed by **Deb**. **Deb** will get commitment on Friday.
 - Tower keynote speaker also to be confirmed by **Deb** on Friday.
 - Karran Lambton, CHIMA – confirmed by Ken
 - Sandie Bradley – confirmed by Ken
 - **Ken** to contact another speaker re medical records.
 - Venue and Sponsorship: Decision is to book UVIC. **Emily** will arrange booking and caterer
 - .Vendors – Belfour has not returned any calls. After discussion about Tower's sponsorship the decision is to not have vendor tables this time. Vendor tables also complicate the choice of facility. **Deb** will contact Tower on Friday for the final commitment of sponsorship, including financial partnership.
 - Based on four speakers with differing views on e-records a good wrap-up would be to have a panel discussion. Some ideas for a panel question were suggested. This will be discussed further at the next meeting once we have final confirmation of speakers – **TABLED FOR NEXT**

MEETING

3. Marketing - Newsletter – Catherine is waiting for conference details.

SPORG Training – **Randy** will consider SPORG for maintaining the contact list and email distribution. **Jim** will send ID and password to Board members via email. All board members will be able to enter their new contacts.

4. Membership & Contact list: ARMA International is doing a membership drive. **Randy** will send them our contact list and ARMA International will send out membership information.

Jim has been in touch with Ministry of Health. They may have an e-health speaker. **Jim** to contact again.

5. Website – Ken did a domain search and found that ARMAVI.ca is still available. **Deb** will send an email to the Capstone program at Camosun; Capstone students take on outside projects as assignments. We would need to provide a requirements document. **Ken** also has a contact that may be willing to build the website. **Ken** will notify **Deb** if his contact is not able to do it. **Emily** will contact the webhost company (contact information from **Ken**) and arrange purchase of the domain.

6. Partnerships – AIIM – no response.

7. Education – no report

8. Chapter Bylaws have been rewritten and will be submitted to ARMA International.

Ken has submitted a leadership grant for the national conference. Decision was that the chapter will provide some funding to Ken to help cover his expenses. **Ken** to book flight in order to determine costs.

9. Next meeting – March 22, 5:00 p.m. 1483 Douglas Street..
Meeting adjourned 7:00 p.m.