

ARMA VI Minutes  
Board of Directors Meeting  
January 14, 2010  
548 Michigan, Victoria

Attendees:

Emily Shrimpton  
Jon Weston  
Leonora Casey  
Jim Phillips  
Ann Cummings

Meeting called to order 5:00 p.m.

1. Motion to accept minutes of November 19, 2009 meeting was Emily, seconded by Leonora.
2. Treasurer's report – No report as the financial materials have not yet been transferred to Leonora.
3. Program Planning – 2012 Canadian Regional Conference:

The site selection is still ongoing, although the Nanaimo venues have been ruled out.

- Wine-ing about Records: The call for speakers has been posted. Each chapter is responsible for bring in one of the keynote speakers. \$700.00 is allocated for each keynote speaker to cover fees, travel, accommodation, etc.

The final logo has been approved. The conference materials are being hosted from the ARMA VI website with other sites linking to ARMA VI.

Leonora suggested that a short presentation be prepared for ARMA Canada on the dynamics of 3 chapters working together in presenting an event.

**Action:** Emily is contacting a potential keynote speaker.

- Local Government follow-up presentation: An attendee requested a presentation on outline of a municipal government records program. Other potential speakers/presenters are David Young speaking on FOI for local government, Paolo Sebellin of MCS Vancouver on disaster recovery and restoration.

**Action:** Jon will ask Ken Oldenburger to do a joint presentation on the first topic above.

Friday, February 26<sup>th</sup> was suggested as a possible session date, depending on speaker and facility availability.

**Action:** Ann to contact the Coast Bastion and the Grand Hotel in Nanaimo. Nanaimo Conference centre information is already available. Venue information will be circulated to the board for decision.

4. Marketing: 1 new member signed up.

**Action:** Jon to send welcome note.

**Action:** Emily to send pins and ARMA information to the participants as well as sending out pins to current members along with a chapter events update.

5. Membership: Addressed above.
6. Partnership: No update.
7. Education: Media addresses – Ann will assist Emily in getting media contact information.
8. Communication (website): No update.
9. Next meeting – February 4<sup>th</sup>.

10. Jon to participate in the upcoming chapter president's conference call with Canada Region.

11. Next meeting – November 19th, 5:00 p.m. Location to be determined.

12. Meeting adjourned: 5:40 p.m.