



ARMA Vancouver Island Board Meeting Minutes

Monday February 07, 2011, 5:00 pm
548 Michigan Street

Present: Ken Oldenburger, Emily Pike, Leonora Casey, Jon Weston, Pearl Wilton

Minutes from last meeting: sent to Dierdre and approved.

Treasurer

Balance \$5860.89

Emily presented bill from All Star Awards for refund for purchasing ARMA name tags for board members. She will request refund when credit card bill arrives.

The \$500 grant award from ARMA Canada has been received and will be sent to the Whining conference treasurer.

Program Reports

1. 2012 Conference:
 - a. update provided in absentia by John Bolton (attached after Minutes). Leonora will forward past conference logos to Jon for posting on the ARMA VI website.
 - b. Roger Tandory is offering his services for creating/updating the conference website. Jon will confer with conference co-chairs.
2. 2011 Conference:
 - a. Jon W will investigate applying for the TAB Canada Young Leadership award for having his costs covered.
 - b. Ken O is going as a speaker and Emily P will volunteer as speaker's assistant or monitor.
 - c. Jon and Ken and Pearl haven't finished their online leadership courses. We need to know when we have to have these done so we can get grant money to go to Charlottetown.
3. Whining About Records
 - a. Outstanding grant money (see Treasurer Report, above)
4. Rick Sterling: GARP presentation. Ken has contacted him a couple of times but his schedule is still up in the air.
5. Joint up-island event with ARMA Vancouver: Jon will contact ARMA Vancouver program personnel for possibly scheduling this event for April/May.

Marketing

Brochure: Emily is assembling materials and has mocked-up a brochure and is coordinating with ARMA Intl.

Membership

Partnership

FNPS/ARMA Mentorship Program

- Under auspices of MoU
- ARMA Vancouver would like a member of ARMA VI to form part of a three-person oversight committee to provide direction/guidance to contractor developing Mentorship Program
- Ann Cummings was suggested - Leonora C will discuss with Ann
- Jon W will look at the language of the MoU and see if we would be interested in spearheading an initiative to push the MoU to other areas of Canada, perhaps in modified form

Education

1. RIM On-Demand online programming: Trevor Mitchell alerted chapters to the existence of a service that would allow chapters to provide RIM-targeted training to members at no cost to the chapter.

Next Meeting

Monday, March 7

ARMA CANADA CONFERENCE 2012

Host Chapters Co-Chairs Report

DATE: **February 7, 2011**

CONFERENCE ACTIVITIES AND NEWS:

1. 2012 Conference Pre-Planning Phase:

- a. Host Co-Chairs have established regular scheduled conference calls (2 calls held to date);
- b. ARMA Canada has notified Host Co-Chairs about travel arrangements for attending the Charlottetown, PEI, conference June 2-8, 2011 (Hotel rooms have been booked and flights are being investigated);
- c. Co-Chairs drafted an announcement about the 2012 conference which has now been distributed to all Vancouver and Vancouver Island Chapter members;
- d. Co-Chairs drafted this report for presentation at local Chapter Board meetings. (We request that the Co-Chair Report is tabled, as a standing agenda item, at all future local Chapter Board meetings until the 2012 Conference is concluded.)

2. Charlottetown 2011 Conference Preparation:

- a. **2012 Logo/Theme:** The announcement to the Chapters also included a request to members for ideas and artwork for a 2012 conference Logo / Theme – submissions due March 25th, 2011;
 - b. Co-Chairs are reviewing ARMA Canada Conference Guidelines;
 - c. Co-Chairs are drafting list of possible questions to be tabled in PEI with 2011 Conference leaders;
 - d. Co-Chairs are gathering ideas/research concerning materials / content of for 2012 Conference presentation and booth to be provided in PEI to promote the conference to ARMA Canada members present in Charlottetown.
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