



# ARMA Vancouver Island Board Meeting Minutes

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Thursday March 31, 2011, 5:00 pm  
548 Michigan Street

Present: Jim Phillips, Leonora Casey, Emily Pike, Jon Weston, Ken Oldenberger, Dierdre Bradshaw, Ann Cummings, Arvid Hasse - Tab

## Call to Order

Dierdre Bradshaw introduced as the new Mountain Pacific Region Coordinator. Dierdre then introduced Arvid Hasse of Tab.

Arvid spoke on the TAB Young Professional Award and Leadership Grant. These are the first of annual funding opportunities for young or new RM professionals to attend ARMA leadership training.

Jon has already posted the information to the ARMA VI website for members to view.

Previous minutes approved by Emily and seconded by Jon.

## Finance

Treasurer report - \$5884.13 current bank balance. Invoice outstanding \$120.36 for one year of web hosting.

## Program Planning

### Whining About Records

Calgary and ARMA VI have both decided not to do a follow-up session. The organizing committee still needs to hold its wrap-up meeting.

Some monies are still outstanding and need to be paid to the chapters.

### 2012 Regional Conference

John Bolton provided a 2012 conference update via email.

Jon Weston has volunteered to be co-chair.

Some ideas discussed include having a 100 Mile diet for the conference menus, and organizing a golf game. This would showcase local products.

### 2011 Regional Conference

Planning for PEI conference is coming together. Emily is attending as a session monitor; Ken is attending as a speaker. Leonora will attend as part of the Canadian Regional chapter. Jon will attend. Ann is waiting for funding approval from her employer.

## Partnerships

### First Nations Event for Nanaimo

Decision was to delay until September or October due to tight timelines and conflicting with the Canada regional conference.

Jon mentioned that an event aimed at local government would be timely for the fall.

### ARMA/FN MOU Mentorship Program

Jon to draft a response to the FN Secretariat regarding our participation.

Ann to follow up on availability of minutes of the March 11<sup>th</sup> meeting.

## Education

Emily stressed that the online leadership courses are available until December 31. All board members should attempt to complete the courses by that time.

### AEIF Silent Auction – Donation for 2011 in PEI

A number of ideas were suggested. The decision was that Jim will contact Merridale Cider and Ken will contact Sea Cider. The intent is to showcase local products that can also be part of next year's conference in Nanaimo. Emily made a motion, seconded by Jon, that a total of \$80.00 could be spent to purchase the cider if donations were not forthcoming.

## Other

Dierdre updated the chapter on issues from the Canadian Region Chapter. Dierdre reviewed ARMA V's business and financial processes and found them to be in order.

Dierdre also mentioned that the Canadian region member award nominations close soon.

Emily stated that the chapter's largest concern is attracting new people, particularly to take positions on the board of directors. Dierdre indicated this is a common struggle for small or new chapters.

Dierdre expressed that her goal is to report to all chapters for information sharing possibilities and opportunities thereby allowing chapters to learn and feed off each other.

Leonora asked Dierdre to elevate the issue of cost of ARMA brochures from ARMA International.

There was discussion on the storage of the chapter records. Jim will contact Access Records to see whether they will store our physical records. Jon will look into storage of electronic records on the website.

Ann will contact Kathleen Ward asking that IAO officially support ARMA VI by making boardroom facilities within IAO at 548 Michigan Street available to ARMA for meetings and events. Currently the small client room is being used for board meetings, but the room is too small when guests attend.

## Next meeting

April 28<sup>th</sup>.