



# ARMA Vancouver Island Board Meeting Minutes

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Thursday February 9, 5:00 pm  
548 Michigan

Present: Leonora Casey, Pearl Wilton, Jim Phillips

Skype presence: Jon Weston, Emily Pike, Ken Oldenburger, Joanne Schneider

Minutes recorded by: Pearl Wilton

## Call to Order

Minutes of previous meeting reviewed and approved.

## Additions to the Agenda

1. Emily to submit a request to ARMA Canada to help pay for travel and accommodation for ARMA Vancouver Island board members to attend the Leadership session at ARMA Canada conference.
2. ARMA International GiftTool account – TABLED to discuss at ARMA Canada Conference
3. Pearl will collect topics for discussion at ARMA Canada Conference 2012
4. Wear the 'Goose' to honor the passing of Ted Ferrier.

## Finance

1. Treasurer report – Balance as of Feb 9, 2012 - \$5957.31  
Balance includes:
  - Jon Weston - \$53.93 SKYPE Video Conferencing subscription
  - Ken Oldenburger - \$578.48 Airfare for Jon & Ken, Mountain Pacific Summit
  - ARMA Intl – \$175.00 US memberships
2. BC Lotteries grant application TABLED to next meeting as Jim is investigating. Deadline for applications is August.

## Program Reports

2012 Regional Conference

Emily reported on update received from John Bolton:

- Registration is open
- Countdown #2 has gone out
- Program is established & published
- Keynote speakers almost complete

Jon reported on Menus: 100 mile diet is the goal

The charity donation in lieu of speaker's gifts will be to the Nanaimo museum.

Leonora has received donations of local organic products

Joanne offered to do 'legwork' in Nanaimo if we require

Delegate Bags: Bags (Jim); Frisbees from Oil & Gas Commission (Darcie & Pearl);

Nanaimo Bar Soap (Leonora & Pearl)

## Marketing

1. Website: Jon will post webinar with a link to GiftTool for registration.
2. ARMA VI brochure has been printed at J&L Copy Plus. Jon will distribute to Camosun College bookshop & VI University in Nanaimo.  
Receipt submitted by Leonora - \$76.57 for the printing of the brochures.
3. Chapter members will be invited to join monthly Board meetings via SKYPE.
4. Jon to update Distribution list for ARMA VI executive

## Members & Partners

1. Jon upgraded the SKYPE service to allow for multiple users at a cost of \$53.93 for 12 months. Email was sent to the chapter membership inviting them to join board meetings via SKYPE.
2. Emily reported: 38 members, 1 on the 99 list.

## Education

Spring webinar scheduled for March 7. Topic: Safeguarding Electronic Record Integrity. Leonora will forward to Civic Info & Times Colonist. Emily will send out email to all members. A SYPE test will be done by Ken, Jon & Emily to see if this will work to view the webinar and participate in the discussion. Other option is if members watched on their own then SKYPE in for the discussion.

## Communication (website/newsletter)

SKYPE account: Jon will send login & password to the Board.

Discussion: are there any other uses of SKYPE? How will members request and receive the password, what parameters will be set and how will they be monitored.

MOTION: to publish on our website the opportunity to use our SKYPE account as a member benefit.

Motion by Emily, Second by Jon.

## Other

From January 2012 meeting:

1. Dierdre advised that AGMs should take place before the Canadian conference so that new leaders can attend leadership.
2. Jon to post the list of reference material on the website and send out an email to advise members. Pearl is the contact to borrow any items.
3. Chapter Procedures (custodian & destruction) on continued hold.

## Next meeting

Thursday, March 8, 2012 at 5 pm. Location: 548 Michigan (TBA) & via SKYPE.