



# ARMA Vancouver Island Board Meeting Minutes

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Thursday March 8, 2012, 5:00 pm  
548 Michigan and via Skype conference

Present: Jon Weston, Leonora Casey, Pearl Wilton, Ken Oldenburger, Darcy Wentland  
Skype: Emily Pike, Dierdre Bradshaw

## Call to Order

Minutes of previous meeting reviewed and approved.

## Additions to the Agenda

Chapter visit for Regional Coordinator.

## Finance

Treasurer report – \$5852 including recent rental.

AEIF donations/tax receipts are not usable in Canada.

BC Lotteries grant application. Sounds like it is not applicable to ARMA.

BC Registries – A business number has been assigned to ARMA VI by a joint fed/prov initiative. Business Number is 86169 6037 BC0001. Society Number is S-0048308.

## Program Planning

2012 Regional Conference

Programs are finalized.

A one pager for marketing is coming out.

Discussion of Pathables. Conference social networking.

## Marketing

ARMA VI Brochure is printed and looks good.

## Partnerships & Membership

41 Members

## Education

The webinar had eight attendees, one on skype plus three board members. The webinar was not great, but there was a decent discussion.

For future webinars we need to buy a decent webinar. Also, we can try to reduce the cost and not get coffee.

Jon will be talking to students in Business Administration in Vancouver Island University.

## Other

Chapter dues. Change? Motion to Not change approved.

AGM Date: May 10<sup>th</sup>, 5:00, trying for the upper room in the Bent Mast. WiFi and such. Maybe getting a discount on some appetizers. Members will be informed. Deirdre will visit at this time.

Board Positions: For one more year: Jon is President. Emily is Past President. Pearl is Treasurer. Need Secretary and President Elect.

Recommend having a back-up person for the positions of Secretary and Treasurer.

Awards Task Force position. You can sign up on the ARMA International website. This info will get sent out to members.

Motion to establish chapter procedures re: chapter records (custodian and destruction)  
(continued hold)

## Next meeting

April 12, 2012, 5:00 pm. 548 Michigan.