



# ARMA Vancouver Island Board Meeting Minutes

---

Thursday July 12, 2012, 5:00 pm  
548 Michigan Street

Present: Jon Weston, Ken Oldenburger, Darcy Wentland, Leonora Casey, Jim Phillips, Stacie Barclay, Ann Cummings, Pearl Wilton

## Call to Order

Agenda approved with addition of a discussion of the vacant positions.

Minutes of May AGM reviewed and approved. Ken will distribute.

## Finance

Treasurer report – \$6148.95 (ARMA conference income is pending)

Signing authorities – Jon & Pearl have signed the minutes and will submit. Ken will fill out his form and send it and photocopies of two identifying documents. Jon, Ken, and Pearl will be signatories.

Budget line items for 2012/3

### Expenses

- ARMA Canada Travel - \$1500
- Regional Summit - \$1500
- Materials (brochures) - \$75
- Mailbox - \$120
- Website - \$125
- Corporate Registry - \$75
- Skype - \$60
- Bank – \$90
- AEIF Intl. - \$100 (last year was for Books for Africa)
- AEIF Canada - \$100 (silent auction)
- AGM - \$100
- Membership Recognition - \$225
- Program – pending

### Revenues

- Memberships - \$1400
- Grants & Awards - \$1000 Membership Grant (Jon will get lists from the ARMA Canada & Intl. to see which other grants for which we can apply.)
- GST Return – Pearl will look into getting GST number so we can recoup those costs.
- Program – pending

Motion to cover membership for 2012/3 year for Emily – Membership Recognition Award:

**Motion:** That the chapter, as a one-time membership recognition award, pays the full ARMA Int'l and VI Chapter membership dues of \$175 USD + \$35 for the 2012-2013 year for Emily Pike, in support of her position as chapter Past President, in appreciation of her exemplary service on the chapter Board of Directors over several years.

Motion made by Jon Weston, Seconded by Ken Oldenburger, and Carried.

## Program Planning

Program Planning – Break even planning for costs. Focus on lunch and learns. Jon will talk to Ambrosia for \$\$\$.

Records 101 for First Nations – Nanaimo in fall & Victoria in spring. Jon will get input from the Snuynemuxw First Nation about a topic of interest. Perhaps have a panel of experts.

Ken – GARP – Victoria in fall & Nanaimo in spring (perhaps hold it in a First Nations office/hall).

Stuart Rennie (or a records manager from an A&E firm) – compliance & regulations using Architectural & Engineering as a focus. Ken will ask Barb Bellamy (EnMax) about a possible speaker in legal. (market to CoC, ViaTech, Construction, Professional Engineering). Darcy will also look into her contacts.

Elizabeth Denham – in the fall – Leonora will approach. Would we be able to have a topic soon?

Other possibilities: Alex Wright – RoadMap for Provincial Govt. Records 101 for Businesses. Social Media. Ann will also talk to a few people about some possibilities.

ARMA Canada Regional Conference Update

## Marketing

Brochure distribution – Jon dropped some off at Camosun College bookstore

## Partnerships

## Membership

39 Members

## Education

## Other

Leonora is filling in the chapter procedures template.

Ken will do a ten minute info time on GARP at the next board meeting.

Pearl and Leonora will each do a five-minute info time regarding an excerpt of their choice from Katherine Chornoboy's chapter procedures template.

Discussion of vacant positions are tabled.

## Next meeting

Time: August 23, 2012

Location: 548 Michigan Street