



# ARMA Vancouver Island Board Meeting Minutes

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Thursday August 23, 2012, 5:00 pm  
548 Michigan Street

Present: Stacie Barclay, Leonora Casey, Ken Oldenburger (Secretary), Emily Pike (Past President via skype), Jon Weston (President), Pearl Wilton (Treasurer)

Absent: Ann Cummings, Nancy More, Jim Phillips, Darcy Wentland.

## Call to Order

Agenda approved. Minutes of July reviewed and approved.

## Board Education

Quick presentation on GARP (attached) – Ken.

Sec 04-09 Gifts & Donations Made by Chapter – Pearl

Sec 05-03 Chapter Sponsored Scholarships & Awards – Pearl

## Finance

Treasurer report – \$7224.55. (ARMA conference income is pending.)

Received Membership Grant of \$1000.

Pearl sent in Society annual report to BC Registry.

Pearl has completed Fiscal 2012 report (June 31) and it is available for any interested members.

Ken has provided the signing form for the credit union and with Leonora's help photocopies of two identifying documents. Action: Pearl will bring to credit union and contact Ken and Jon when signatures are needed.

Action: Pearl will continue to do a bit of research on the HST.

## Program Planning

No news from ARMA Canada about conference.

## Marketing

## Membership

41 Members

## Partnerships

## Education

Ambrosia is \$300 or \$240 + 12% HST for 4 hours. Action: Leonora will scout for more room possibilities.

Jon is still trying to get input from the Snuynemuxw First Nation. Action: Jon will expand his scope to other First Nations.

Action: Ken – GARP presentation – Can be ready to go pretty quick. Lunch and learn for 45 minutes in late October.

Ken contacted both Stuart Rennie and Barb Bellamy. Stuart has no info. Barb has no info but is working on some training. Suggested that she might enjoy a trip to Victoria. Action: Jon will contact her and suggest that Vancouver can use her services.

Trevor Youdale – preparing LANs for migration to EDRMS or for clean up. Action: ???

Elizabeth Denham – in the fall. Action: Leonora will approach her.

Alex Wright – RoadMap for Provincial Govt. Action: Ann will approach him.

Action: Jon will send out a communication to members.

### Other

Action: Leonora will be filling in the chapter procedures template once she receives it.

Action: Emily will be the whip in order to keep tasks moving.

Jon will be attending ARMA International on behalf of InfoLinx.

### Next meeting

Time: September 20, 2012

Location: 548 Michigan Street