



ARMA Vancouver Island Board Meeting Minutes

Wednesday, October 24, 2012, 5:00 pm
548 Michigan Street

Present: Pearl Wilton (Treasurer), Ann Cummings, Nancy More, Leonora, Jon Weston (President), Vivian-Grace Ostan (vice-secretary), and Annette LaFave.

Call to Order

Agenda approved. Minutes of September reviewed and approved.

Finance

Action: Pearl to ask Island Savings about fees/service charges for an US bank account.

Action: Pearl to review how much we are gaining and/or losing from an international account versus a Canadian account.

Action: Jon to email members asking for a volunteer to audit our books. Pearl will look into finding a financial person who would be willing to audit ARMA VI.
In the ARMA Chapter procedures it notes that we need to be audited once a year.

Bank balance as of October 24, 2012 is \$12,189.27.

HST Return

Action: Pearl will look into ARMA VI filling out an income tax form for HST.
ARMA VI is referred to as a not-for-profit organization under ARMA.

Program Reports

Marketing

Action: Leonora will take care of brochures

Action: Jon to look for media list contacts and email to everyone.

Action: Annette and Leonora to work together on changing the path to the Twitter account and for Annette to have access to the ARMA VI Twitter password.

Action: Jon to email ARMA VI members to help with advertising.
To get the ARMA VI name out there, perhaps announcements should be placed in the Times-Colonist business news section, trade magazines, newspapers, Douglas magazine, Shaw Cable, Twitter, and the Chamber of Commerce. The purpose is to develop a membership drive, create a professional image for the chapter, advertise our Lunch & Learn sessions, and provide contact information. A business card-size advertisement would suffice.

Action: Create some advertisements; create a list of places to advertise; find out rates.

Action: Nancy and Annette to look into using Twitter. Create an advertisement write-up, contact information, and Twitter #.

Contact Chamber of Commerce – weekly/monthly newsletter, enter a small business card size as an advertisement, as about costs.

Individual education sessions – use the same marketing tools as listed above.

Membership

Partnership

Action: Ask Jennifer Mohan and/or Linda Nobrega for information on AABC. ARMA VI would like to refresh their partnership with AABC.

Education

Action: Jon to follow-up with First Nations group for Records 101.

Action: Annette to update website for The Principles Lunch & Learn, so that people can register for the session. Registration will be sent to Pearl, so she may keep track of attendance numbers.

Action: Annette will copy The Principles Lunch & Learn description and send it out to people interested in the session. Annette will contact the Times-Colonist to put a written note in their business section and to contact the Chamber of Commerce.

Action: Members, who have profiles in LinkedIn, may post a description for The Principles Lunch & Learn.

Action: Jon to pick up a \$30 Starbucks card.

At the Principles Lunch & Learn, we will be collecting business cards to put in a basket for a prize (cell phone stand, orange backpacks, \$30 Starbucks gift card).

Motion made to purchase a \$30 Starbucks card.

Motion made by Nancy for ARMA VI to purchase a \$30 Starbucks card, Seconded by Jon Weston, and Carried.

Action: Annette to post registration details for The Principles Lunch & Learn on ARMA VI website. Annette will update scheduled time for the Lunch & Learn session to 12noon – 1:00pm.

Action: Jon to note it in the members' email.

Broadcast on Skype: ARMA VI can offer attendance to The Principles Lunch & Learn via Skype, with the use of a video call. Participant should register, join by Skype, and someone from ARMA VI will call you. Session will be recorded using Skype.

Action: Jon to let Donna Seedler know that ARMA VI is interested in participating in a joint event with another ARMA chapter.

Joint event with 2 ARMA chapters is set to take place in mid- to late-January/late-February for 0.5 day in Victoria with Sandie Bradley and Diana Carlisle.

Action: Ken to look into a Compliance and Regulations session in the spring.

Action: Leonora to provide a response to a March/April session with Elizabeth Denham. There is an interest in a presentation on open data.

Other presentation suggestions: Trevor Youdale to do a session on preparing a LAN.

Communication (website/newsletter)

Details were covered in the Marketing section.

Other

Action: Pearl will pull out procedures that apply to us and incorporate new information into our chapter procedures. Pearl will take ours and put it into the template to be our updated review.

Action: Jon to include in an email to members that ARMA VI is looking for interest people to join a working group to review existing chapter procedures.

ARMA VI procedures do exist but should be reviewed every 5 years. Chapter procedures are quite in depth and some don't apply to us.

Vacant board positions – Positions have been filing in. Need a president to elect. We are looking for a vice-treasurer.

Next Meeting

Thursday, November 22, 2012 @ 5:00pm

Location: 548 Michigan Street