



ARMA Vancouver Island Board Meeting Minutes

Thursday April 18, 2013, 5:00 pm
107-625 Fisgard Street

Present: Pearl Wilton, Nancy More, Ken Oldenburger, Jon Weston, Annette LaFave, Alyssa Meiner, Bill England (briefly, then skype cut him off), Vivian-Grace Ostan

Absent: Chance Dixon, Sharon Froud, Leonora Casey, Jim Phillips, Emily Pike, Stacie Barclay, Ann Cummings, Terrell Les Strange

Call to Order

Agenda approved. Minutes of March approved.

Board Educational Presentations

Finance

Treasurer report: Bank Balance ~\$11,780 plus some outstanding cheques in and out (see attachment).

| | | | | | | | | |
|----|------------|-----|--|---------|--------|-----------|---|--------------|
| 1 | | | | | | | | |
| 2 | | | APRIL 2013 | | | | | |
| 3 | 2012-02-28 | | Chequing Account Statement Balance | | | 7,043.33 | | |
| 4 | 2012-02-28 | | Savings Account Statement Balance | | | 5000.00 | no transactions | |
| 5 | 2012-02-28 | | US\$ Savings Account Statement Balance | | | 175.01 | no transactions | |
| 6 | 2012-02-28 | | TOTAL (US\$ & CAD) | | | 12,218.34 | | |
| 7 | 2013-03-05 | 110 | WeDoHosting | -120.36 | | | Website Yearly renewal - Premium Bronze Hosting Acct 3169 | |
| 8 | 2013-03-13 | 111 | Pearl Wilton | -79.40 | | | External Hard Drive for e-document storage | 8.51 |
| 9 | 2013-03-19 | 112 | Jon Weston | -59.88 | | | Skype Premium subscription for video conferencing. | |
| 10 | 2013-03-21 | 113 | St. Anns Academy | -275.00 | | | | |
| 11 | 2013-03-31 | | Credit Interest | | 0.11 | | | interest |
| 12 | 2013-03-31 | | Bank Service Fee | -9.40 | | | | bank charges |
| 13 | 2013-03-31 | | Chequing Account Statement Balance | | | 6,499.40 | | |
| 14 | 2013-03-31 | | Savings Account Statement Balance | | | 5000.00 | no transactions | |
| 15 | 2013-03-12 | | Deposit US Cheque | | 105.00 | | ARMA Intl Cheq 28674 | membership |
| 16 | 2013-03-12 | | Interest | | 0.01 | | | |
| 17 | 2013-03-31 | | US\$ Savings Account Statement Balance | | | 280.02 | | |
| 18 | 2013-03-31 | | TOTAL (US\$ & CAD) | | | 11,779.42 | | |

Post office has changed locations. We will have two keys. Once the keys are transferred to Trevor we can decide who carries the extra.

Jon confirmed that the eventbrite monies will go directly into the bank account.

Action: Ken has determined that Synctoy won't work with ftp. There is another program that he will try.

Program Reports and Planning

Nanaimo Event:

- **Action:** Jon will finalize menu and stuff.

Denham Event:

- **Action:** Leonora will have the chapter rack-card ready for the event.
- **Action:** Jon will look for the old chapter rack-card. He will also bring the moo cards.
- **Action:** Ken will contact Ann Cumming about bringing a projector.

Marketing

Annette has sent out the marketing for the Nanaimo and Denham events.

Chamber of Commerce: Jon has talked to them, but nothing much has happened.

Annette has talked to a local business to business magazine. They want to have a sample Q&A to explore the concept. Annette will write something up and Ken and Jon will review.

Membership

- 41 Members + 2 099

Partnerships

Education

Communication

Other

Pending Action: Pearl, Leonora and John Bolton will work on the procedures.

Next meeting

Time: AGM, Thursday, May 23, 2013, 5:30 pm

Location: 4 Mile Pub