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Thursday August 1, 2013, 5:30 pm  
CRD (625 Fisgard, Left side entrance)

Present: Chance Dixon, Ken Oldenburger, Nancy More, Chance Dixon, Trevor Youdale, Jon Weston, Annette LaFave, Vivian-Grace Ostan, Terrell Les Strange, Deidre Bradshaw, Alyssa Meiner

Absent: Ann Cummings, Leonora Casey, Sharon Froud, Jim Phillips

### 1. Call to Order – Ken Oldenburger

Agenda - approved

Minutes of AGM - approved

### 2. Board Educational Presentations

- a) None

### 3. Finance - Trevor Youdale:

- a) Bank Report
  - June 30, 2013 relationship relying savings was \$?
  - \$25 corporate registry
  - \$157 mailbox fee, yearly – paid with personal credit card; reimbursement
  - 2 - \$1000 amounts for Saskatoon
  - \$50 invoice for books
  - \$? For pens
- b) Nanaimo Event financials
  - Last bit was the payment/cheque to come in from First Nations registration fees. Amount is on the June statement.
  - Jon put everything on his credit card and will need to be reimbursement
  - ACTION:** Trevor – statement of the Nanaimo event

### 4. Membership – Ken Oldenburger

- a) Numbers & New Contacts (Sharon)
  - Change in memberships – 3 new people, one is going to expire soon and will not be renewing.
  - Sharon has done up a “Welcome to ARMA VI Chapter” has sent it out to the new 3 members
  - Ken contacted A (on the 99 list) and she has signed on with three chapters.
  - Trevor is promoting ARMA through x-reference – ex. Aboriginal group, under MCF, wanting training in RM – Trevor let them know about ARMA VI and the Nanaimo event.
  - Information Access Operations (IAO) is having a client conference in March 2014. Looking for speakers – possibly for Ken to speak about GARP.
- b) Lapsed members
  - Not discussed.

## 5. Western Regional Summit – Deidre Bradshaw:

Event will happen on September 28-29. Accommodation has been booked, people can reserve their spot, arrive on Friday. Ken and Jon will be going. The Western Regional Summit brings leaders from a particular region to brainstorm, meet/greet, network with others, get to know each other. The agenda is quite long and takes the entire day. Friday night there will be a meet and greet, then on Saturday a dinner. Sunday, depending when you depart, you may attend a winery tour. Five trackers will be coming together rather than three. Possibly 10-15 people will be in attendance. Each chapter is responsible for how to get members there.

## 6. ARMA VI Files - Vivian-Grace Ostan:

- a) ARMA VI 10 year history

**ACTION:** Vivian-Grace to put document together

- b) Clean up of electronic files

Black box and a flash drive (backup of black box) from Pearl. Has everything on it not just finances. During the meeting, Ken saved all of his records onto the black box.

**ACTION:** Vivian-Grace to review records and clean up any duplicates.

Chance brought information about Synology DS112, the mini box, requires a password. A web accessible mini server that can centralize all the data and files and share with members within the local network. \$169.

**ACTION:** Chance to purchase Synology DS112.

Motion to purchase – MSC (moved second and carried)

Ken can get a hard drive for free.

## 7. Programming – Chance Dixon and Alyssa Meiner:

Chance has met with vendors and trying to get quotes. Venue information, food options, and quotes were passed around in the meeting. Food will be provided for 2 lunch 'n learns, participants will be asked to bring their own lunches for the webinars, and 1 full day event.

Vendors include:

- Harbour Towers;
- Magnolia Hotel;
- Laurel Point;
- Delta Ocean Pointe;
- Victoria Executive Centre;
- Orca Room is good for braining storming events/webinars. Ann Cummings, Trevor Youdale, and Leonora Casey are the contacts; and
- James Bay New Horizon is good for webinars and is equipped with a project; \$100 rental.

**ACTION:** In the September meeting, we should do some break down costs.

Alyssa has created an outline for what events we are offering:

- September – Wednesday the 25<sup>th</sup>, Steve will discuss digitization for a lunch 'n learn
- October - tour of CUBE storage; haven't heard back so it may happen in March; CRD legislative services is very interested in attending, but cannot attend on Wednesday. 10 people in one group but willing to do more than one group;
- November – brainstorming – building relationships with IT.

**ACTION:** Ken to confirm date.

**ACTION:** Chance will email finalized date to Ken.

- December – all day event, has some quotes and potential speakers; Elizabeth Denham may come, still to confirm. Alex Wright will be speaking
- Januarv - webinar – TBA

- February – webinar: Stacie SharePoint? Trevor?
- March – tour of the records facility
- April – Nanaimo event; do some inquiries
- May – AGM
- December – Monday the 9<sup>th</sup> is set for ARMA VI's 10<sup>th</sup> anniversary day. Panel speakers, appetizers and semi/formal for networking for afterwards. Deidre Bradshaw will be there. Let others know.
- Deidre Bradshaw and Jolynne Guillet will say some words.  
**ACTION:** Ken and Jon to ask what other chapters have done when they are at the Kelowna summit.  
**ACTION:** Look for photos/slideshows. Build up a gallery of photo of events.

Chance and Alyssa are looking for a board member to present a lunch 'n learn session on a month when there is no current offer. Some suggestions include:

- Trevor is currently working on some projects including procurement/contract management; implementing a RM program. Trevor is willing to repackage the information/present for ARMA.

Other events happening and worth looking into:

- Archives group/Shared Services BC – digitize preservation/management of digital content  
**ACTION:** Chance will contact the person – October \$600/person for 3 day classroom workshop; unsure to promote it or not

Creating the role of Vendor Sponsorship Coordinator:

- Looking to reach outside of the board.
- Possible vendors include software vendors.
- Holly Osborn will know who the vendors were at the ARMA Nanaimo Conference.
- Trevor suggested to contact Vancouver vendors as they may have an interest in Nanaimo.  
**ACTION:** Ken to contact Ann and see if she is interested in taking the role.

## 8. Partnerships - Ken, Jon, and All:

- a) ARMA Vancouver  
 Communicating programs/events to Vancouver – send to their webmaster, Jennifer Borland/Sue are co-managing. Ken will contact Diedre and ask for Jennifer's email address. Vancouver has approved a budget to re-do their website.
- b) OIPC and other FOI group  
 OIPC has not set dates for their L'ls.  
 Int'l Association of Privacy P – around the world; looking for someone in each city to have social events. Privacy After Dark. Diedre gets an email from them once a week  
 FOI group – funnel connect information to Annette
- c) AABC and ACA  
 Chance has spoken about it already. Connecting with them on that workshop.
- d) Victoria CoC, MISA, UBCM, LGMA, and the Law Society – booths?  
 On hold until September  
 Ken will confirm with Ann if she has the equipment for the start of a booth  
 Vancouver Island University/Camosun  
 Diedre mentioned it is good to connect with post-secondary schools, set up a booth, opportunity to connect with students

## 9. Marketing – Annette LaFave:

Jon is close to getting the postcards ready, but waiting for information from Chance for Programming.

- a) Website – reminder for the chapter survey to be eligible for the draw, surveys need to be in by August 31<sup>st</sup>. Invitation for everyone on the board to fill out the survey.
  - CRM workshop in Vancouver/library tab/traffic counter was put on by Jon
  - Take snapshots of the website when changes are made. Perhaps an annual snapshot (turnover of the board/substantial changes of decommission and new one)
  - Twitter logo has been changed and Annette has updated it on the website
  - LinkedIn logo is up
  - Contact list is posted
  - Awards site (what we've won) is to come – photo gallery perhaps?

- b) Social media – Twitter is up; followers from the UK
  - LinkedIn – Ken is handling; Ryan from ARMA Toronto said there is not much handling to the site, cleans up spam and posts events

Communications plan – working on the list, collecting media names (ask for #s). Uses Civic Info for contacts and built from there. Google who is in documents orientated businesses in Victoria/Van Island. Annette has sent out so many emails and no one has asked to be removed from our list. Trevor made the suggestion to check the provincial government directory, to funnel down to all people in the department. ACFS – Aboriginal communities and family services, maintaining case files; throughout the province.

**ACTION:** Trevor will send IAO's contact list to Annette.

**ACTION:** Annette will email everyone the link for review and put the information into a spreadsheet.

- Denham event – 164 points of call (beyond twitter tweets/website)
  - Nanaimo event – 147 points of call (beyond twitter tweets/website)
  - Currently working on a communications list, will probably have 300 points of contact.
- c) Surveys – 9 surveys have been turned in. sent out a reminder on the website. Draw takes place at September board meeting and AL will have a report done up, deliver in that meeting.

Events survey – pass around a sample. Pass around before an event and turn in afterwards. Would you consider being a member of ARMA.

Procedures for chapter surveys, 36 members on the list and one is on the do-not email. Sent out 35 surveys. AL to put everything in the chapter procedure manual.

- d) Pens – Ken has some pens. Company made the incorrect size and charged us at cost.
- e) Business Examiner - purchased the June edition of the Victoria Business Examiner has quite a bit of advertisements. Annette bought herself a subscription and passed it around the room. Annette is featured in the VBE with a photo. VBE owns the copyright so Annette will contact them to see if we can post it on our site. Publisher: Invest Northwest.
- f) Articles – Annette will try to write an article about records retention schedules. Will be working with Jon on email management. Brent from Chicago will be helping Annette/wants to come up to speak at one of our events. Annette will continue writing a column for each month. Scan articles for electronic records preservation and to keep track of publications.

**ACTION:** Annette will continue writing a column for the Business Examiner each month.

## 10. 2013/2014 Budget – Trevor and All:

Ken: Goals – 6 program things that require money – webinar (\$100 each); 2 big ones L’Ls (\$800); one day event (\$12-1400)

Trevor: Event budgeting templates – populate as we go, able to see relative costs; measure events in the future ACTION: Trevor

Admin \$600 in the budget, \$450 as of May 23

Nanaimo \$1450.09 – we brought in \$1346.65 – lost \$104 using EventBrite

Conferences \$5000 (ARMA Canada conference and summit). Summit is a ball park figure only.

Canada Conferences – leadership – needs budget for people going

Membership fees \$35/person. Anticipated grants and awards \$500

**ACTION:** Trevor to figure out budget; review in September

**ACTION:** Ken - Move the budget early in the next agenda

## 11. Advertising

We spoke a lot about advertising over the winter. Annette noted that advertising is expensive and perhaps there are other ways to bring in some money:

- Have a vendor relationship person to work specifically on this;
- Identify a ready audience-benefit to vendors, similar to what ARMA Calgary does;
- Come up with an Request for Proposal (RFP);
- Discuss at the region summit, perhaps others have lessons learned to share;
- Approach vendors at the Western Canada group;
- Have booths at ARMA VI’s big events – membership booths, traveling booths, a place to provide feedback and to ask questions;
- QR code generators – ARMA VI can make them for free and the codes can be handed out on a card with a direct link to our program page;
- Name tags.

## 12. Adapt Chapter Procedures – Leonora Casey and Pearl Wilton:

Will discuss at September meeting.

## 13. Next meeting

Date: Thursday, Sept. 12, 2013

Time: 5:30pm

Location: CRD, 625 Fisgard Street