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Thursday October 10, 2013, 5:15 pm  
CRD (625 Fisgard, Left side entrance)

Present: Ken Oldenburger, Jon Weston, Terrell Les Strange, Nancy More, Annette LaFave (via Skype), Jim Phillips

Absent: Trevor Youdale, Sharon Froud, Alyssa Meiner, Chance Dixon, Stacie Barclay, Leonora Casey, Vivian-Grace Ostan

#### 1. Call to Order – Ken Oldenburger

- a) Agenda - approved.
- b) September minutes - not ready; Nancy will have them ready for approval at the November meeting.

#### 2. Board Educational Minute

- a) None

#### 3. Finance – Ken Oldenburger & Jon Weston

- a) Bank Report - \$9,015. 43 balance
- b) Budget not reviewed.
- c) \$230 in cheques for September event to be deposited.  
Ken to be reimbursed for Laurel Point & Starbucks.  
**ACTION:** Jon to meet with Trevor to sign cheques.

#### 4. Membership – Ken Oldenburger, and All

- a) No change in membership.  
Discussed Ken's suggestion that if we are doing well on an event, consider offering a membership to someone we think should be a member of ARMA.

#### 5. Programming – Ken, Jon Weston, Annette, and All

- i) September 25, 2013 scanning event:
  - Expenses about \$1,100 + \$34.09 Eventbrite + \$25.55 for fees.
  - Income about \$800.
  - Feedback: more networking time needed; comment food not very healthy.
  - Improvements for next time: board members should not sit at one table; larger table at back for ARMA materials; send out parking information in advance; improve food.
- ii) October 24, 2013 CUBE tour:
  - 9 people signed up; some problems with registering at Eventbrite
  - Second tour should be opened up and members notified
  - Attendees need to be provided with CUBE's address
- iii) November event (Brainstorming – how to foster a relationship between IT and information governance planning):
  - Need to start publicizing; need to confirm if date solidified, and if we have a venue.**ACTION:** Annette to remind Ken and work on marketing.

iv) December 9<sup>th</sup> event:

- 3 speakers, one hour each (Alex Wright, Gordon Houston, & 95% certain Art Bellis).
- Ken is working on the schedule. Half day, with anniversary event to follow (1:00-7:00ish).
- Evening 10<sup>th</sup> anniversary celebration: Deirdre Bradshaw will do a brief congratulations speech; and Ken will speak for 20-30 minutes.
- Registration: \$80 for members; \$100 for non-members.
- Eventbrite challenge: how to charge for social event, separate from educational.

**ACTION:** Jim to see about SWAG for a gift basket (business card draw).

**ACTION:** Annette to work on marketing.

v) Postcard:

- Jon has been unable to print on cardstock.
- We also need rack cards printed ASAP.

**ACTION:** Jim will see if can get postcards and rack cards printed by a vendor.

## 6. Partnerships

None

## 7. Marketing – Ken Oldenburger & Annette LaFave

a) Pamphlet for this year:

- Ken hasn't got a hold of Leonora (LC had pamphlet).

**ACTION:** Jon has drafts in PDF, and will see what else he can find.

b) Website/social media:

- Annette reported that traffic counter hits doubled in one month.
- Annette will update board members on website (TLS now Secretary; NM Vice-Secretary; VGO Member at Large; and AC no longer Member at Large).

c) Name tags:

- Name tags similar to those ARMA Vancouver has to identify board members will cost \$7.50/each. Tags are magnetic (no pins). Other types may be slightly cheaper.

## 8. Vendor Relationships – Ken Oldenburger

Website advertising/Event sponsorship:

- Ken was going to get rate sheets from Vancouver and Calgary, but using the same rates would not be comparable as we are much smaller.
- More thought is needed, however if we want to try and get sponsorships for December (i.e. someone to sponsor appetizers) we will need something soon.

## 9. ARMA VI History - Terrell Les Strange

Terrell went through minutes and other documents on the ARMA VI website to compile an outline of events, and had been working on a timeline. Format still needs work and it might be a good idea for someone with more personal familiarity to review and revise content if anything important has been missed.

**ACTION:** Terrell will work on format/content, and then forward to Ken for review and revision if necessary.

## 10. Clean up electronic files

None

## 11. Western Regional Summit September 28 & 29 – Ken Oldenburger, Jon Weston, and All

a) Report:

### Whining about Records

- Discussed holding event in Kelowna, October 2014.
- Would have two streams: RIM Basics; and First Nations.
- ARMA Vancouver & VI only because ARMA Calgary has national conference.
- May not be able to call it a regional conference.
- Board in attendance voted we should proceed, but majority not in attendance so must vote at next meeting (one more yes required).

**ACTION:** vote next meeting on whether to proceed.

### Information Sharing

- Saskatchewan also attended.
- Lots of information sharing with other chapters.
- Recording speakers: consider using an A/V student.
- Registration services: some larger chapters using Monaris. Canada is looking at offering that service to chapters.
- Western event calendar: Ken suggested having a website that publicizes all information events for Western Canada might be a good idea. Calendar could publicize more than just ARMA, OIPC events.

## 13. Chapter Bylaw Changes – Ken Oldenburger

a) 2/3 of director must be in attendance to approve, so vote deferred.

**ACTION:** vote to approve changes next meeting.

## 14. Next meeting

Date: Thursday, November 7<sup>th</sup>

Time: 5:15 pm

Location: CRD, 625 Fisgard Street