



Thursday November 14, 2013, 5:15 pm  
CRD, 625 Fisgard Street

Present: Ken Oldenburger, Jon Weston, Trevor Youdale, Nancy More, Annette LaFave (via Skype), Chance Dixon, Stacie Barclay, Vivian Grace Ostan, Deirdre Bradshaw (via skype), Terrell Les Strange); Alyssa Meiner (via Skype).

Absent: Leonora Casey, Sharon Froud, Jim Phillips

### 1. Call to Order

- a) Agenda – add discussion about Synology under electronic file cleanup.
- b) September and October minutes approved.

### 2. Board Educational Presentations

- a) None

### 3. Finance - Trevor

- a) Bank Report - no substantial transactions. Total for Oct 16 - \$1700 outgoing funds.
- b) Budget – template not using all line items.  
**ACTION:** Trevor will distribute the draft budget.

### 4. Membership

- a) Membership – no change since last report.
- b) Lapsed members – none since last report.

### 5. Programming – Chance

- a) October 24 tour of CUBE – 9 attended and found the tour an eye opener.
- b) November 25 brainstorming – a large room booked; need to look for a smaller room.
- c) December 9 anniversary – speakers are set up; room rented; Annette sent 174 e-mails. There will be 6 free parking spaces for Ken, speakers, those with stuff.  
**ACTION:** Trevor to bring projector 12:30 at the latest.
- d) March 6 tour of CUBE – plan for 3 tours over 2 days.
- e) April 14 Nanaimo – Stacie could do SharePoint case study.  
**ACTION:** Topic needed for February brainstorming; and other speakers for Nanaimo. Send any suggestions to Alyssa or Chance.

Ann Cummings contacted us regarding speakers for the government RIM event in March. More information about what they are looking for is needed.

### 6. Partnerships

none

## 7. Marketing – Annette and Ken

- a) Congratulations to Annette for receiving an ARMA publishing award & \$250 cheque.
- b) Pamphlet for this year – John has PDF version of last year's pamphlet.  
**ACTION:** Jon and Annette will work on the new pamphlet.  
**ACTION:** Ken will order one set of Records @ Work pamphlets from ARMA International so that they are available for the December 9<sup>th</sup> event.
- c) Website/Social Media – 676 website hits in October; and 72 twitter followers.
- d) Name Tags – magnetic tags similar to the tags ARMA Vancouver has can be purchased for approximately \$120 for group. Tags could include logo and board positions and/or individual names. Tags with positions only will allow them to be re-used when there are changes to the board.  
**ACTION:** Jon will order tags. Deirdre Bradshaw can bring them on December 9th to save time/shipping if necessary.

## 8. Vendor Relationship – Ken

- a) Website Advertising – current sponsors under links are out of date.  
**ACTION:** AL to remove from website.
- b) Event Sponsorship - Ken has Calgary charge sheet and hopes to scale it down so we can have a pricing sheet for sponsors for the Nanaimo event in April.

## 9. ARMA VI History – Terrell

Timeline of events pulled from minutes and other materials on website. Formatting needs some tweaking and another set of eyes to review text.

**ACTION:** Terrell will see if format other than Excel will work better.

**ACTION:** Trevor and Annette will review and advise if any changes to text necessary.

Hardcopy timeline will be at registration table on December 9<sup>th</sup>, and posted to website.

## 10. Clean up Electronic Files – Vivian Grace and Ken

Vivian Grace has external hard drive and retention schedule. The Synology mini-server is up and running.

**ACTION:** Vivian Grace will clean up hard drive in accordance with the retention schedule. Once the hard drive is cleaned up remaining files should be moved to server. Board should be given access to server, and structure for filing setting up.

## 11. Whining about Records - Ken

This will not proceed.

## 12. Chapter Procedures - Ken

Motion made by Ken to approve revisions to Chapter Bylaws distributed October 8, 2013 (new membership definitions from ARMA International).

**APPROVED.**

## 14. Next meeting

Date: Thursday, January 16, 2014

Time: 5:15 pm

Location: CRD, 625 Fisgard Street