



Thursday January 16, 2014, 5:15 pm
CRD, 625 Fisgard Street

Present: Ken Oldenburger, Jon Weston, Terrell Les Strange, Nancy More, Chance Dixon, Stacie Barclay, Alyssa Meiner (via Skype), Jim Phillips, Tania Aldred, Bruce Smith.

Absent: Trevor Youdale, Vivian Grace Ostan, Annette LaFave, Sharon Froud.

1. Call to Order

- a) Agenda – approved.
- b) Minutes – approved.

2. Financials

- a) Bank Report – none.
- b) Budget – approved.
ACTION: Trevor to input actuals to date. 2014/15 budget to be ready for May AGM.

3. Membership

- a) One lapsed member.
ACTION: Stacie will contact (after liaising with Sharon).

4. Programming – Chance & Alyssa

- i) December 9th event:
 - 35 attendees; venue cost \$1,951; made a small profit.
 - There were a few registered who were unable to attend.
 - Group discussion regarding refunds.
 - ACTION:** Ken to develop draft refund policy.
- ii) February planning:
 - Feedback indicated there was interest in having an event in the Sooke area.
 - Stacie does not have time to plan a brainstorming session, but would be able to host a roundtable in Langford.
 - ACTION:** Send out notice regarding event.
- iii) March 5th/6th provincial government event:
 - Ken to present high-level foundational presentation.
 - Additional ARMA presence may be helpful/beneficial, and can probably be arranged.
- iv) March 6th: tours of Access:
 - Will offer one tour for 10 people; two tours if there is enough interest.
 - Group debate whether overlap with provincial government event was an issue.
 - Decision to leave date as is, as likely different audience.
- v) April 14th Nanaimo Conference:
 - Alyssa has tentatively booked the venue.
 - Chance has drafted a tentative schedule for a full-day conference.
 - Group debated appropriate price; will be \$120 members, \$150 non-members including lunch (same lunch as last year). Jon to MC morning; Ken to MC afternoon.
 - Ken reported we have 2 vendors potentially lined up, possibility for more.

Action: Chance to finalize schedule with Ken.

Action: Chance/Ken to forward blurb to Jon when it is ready for posting on Eventbrite.

Action: Chance to contact other vendors.

Action: Alyssa to provide information to privacy investigator on topics of interest.

vi) Next Fall:

- Ken would like Fall's program planned before the end of April (possibly 3 events).

vii) Bruce Miller SharePoint course (Rimtech):

- Delivers 2-day Records Management in SharePoint certification course. Requires about 15 people to sign up. Cost is about \$1,400/person; lower if more registrations.

- Could also present ½ day to ARMA if he is in the area, and we paid travel costs.

- Discussed whether this could be added to April event; but Ken felt not enough time to market. We could possibly do this in the fall, especially if in conjunction with Vancouver. Marketing the 2-day session would need considerable lead time.

Also discussed David Eaves:

- Dynamic speaker on a major speaking circuit on topic of open data/big data.

- Would be willing to speak, but fee is high. Will not pursue for April.

viii) Postcard: put on hold for next meeting.

5. Marketing - Ken

a) Pamphlet for 2014/15

Action: Jon and Annette will start working on the pamphlet.

b) Website - Jon reported Edmonton has been added to the list of Western Chapters.

6. Vendor Relationship – Ken

a) Vendor pricing sheet

- Ken presented for discussion a draft derived from Calgary's pricing sheet.

- Fee for website advertising is immediately doable and Jon can set it up so the ads scroll through different sponsors.

- Art Bellis gave his December 9th presentation on his own time, so in return we will place Gimmel's ad on the website.

- Need to give other sponsors some thought (i.e. what do we offer for different levels of sponsorship if we have them; event sponsors vs general sponsorship).

ACTION: Jon will add space for sponsors in the left hand column of the website; and add Gimmel as the first sponsor. We can start offering advertising space after that.

ACTION: Ken & Jim will work together on fee schedule.

7. Electronic files cleanup

Vivian-Grace absent but will be working on the e-file cleanup soon.

8. Plaque Error - Ken

10 year anniversary plaque had error in date.

ACTION: Ken will send back and ask for correction.

9. AGM – Ken

Ken felt AGMs devolved into a board meeting in the past. We shouldn't do that this time, and should have actual reports, etc.

ACTION: Chance will book backroom at Four Mile Pub for Thursday, May 22nd at 5:30, and see if she can talk to the Manager about appetizers.

10. Next Meeting

Date: February 20, 2014.

Time: 5:15 pm

Location: CRD, 625 Fisgard Street