



Thursday February 20, 2014, 5:15 pm  
548 Michigan Street, Raven Room

Present: Ken Oldenburger, Jon Weston, Trevor Youdale, Terrell Les Strange, Annette LaFave, Chance Dixon, Sharon Froud, Vivian Grace Ostan.

Absent: Nancy More, Alyssa Meiner, Stacie Barclay, Jim Phillips.

### 1. Call to Order - Ken

- a) Agenda: The following additions were made: added #10 Awards; renumbered Next Meeting to #11; added c) Membership Survey under #3 Memberships.
- b) Minutes: Approved.

### 2. Financials - Trevor

- a) Bank Report: Bank account \$11,936.88 (\$1155.04US/\$10,592.97 CDN).
- b) Budget: Group reviewed budget and year-to-date (YTD) actuals.
  - Revenue YTD \$4,400; Expenditures YTD \$4,471.92.
  - Unnecessary/unused categories removed from budget.**ACTION:** Jon will check billing for Skype and website hosting.  
**ACTION:** Trevor will prepare 2014/15 budget for AGM.

### 3. Membership - Sharon

- a) Numbers: currently 38 members.  
New contacts: Jon has one new contact.
- b) Lapsed members: 2 lapsed members.  
**ACTION:** Sharon to follow up with one person; Jon to follow up with the other business.
- c) Members Survey: Ken suggested a survey be sent out to all members between the Nanaimo event and AGM. Vancouver will share their survey with us. Next year we should focus on membership.  
**ACTION:** Jon to speak about memberships benefits at government and Nanaimo events.

### 4. Programming – Chance & Alyssa

- a) February networking: 6 people have indicated they will attend.  
**ACTION:** send reminder.
- b) March 3 and 4th presentation at provincial government event: Ken set to speak.
- c) March 6<sup>th</sup>: tour of Access: 2 tours scheduled.
- d) April 14th Nanaimo conference:
  - Docuware and Collabware will speak.
  - 3 other vendors have been contacted regarding table space.
  - 6 registered as of February 20th.
  - Annette suggested doing a business card draw to gather more contacts.
- e) Next Fall: Ken and Chance agreed planning now for next fall is a good idea.  
**ACTION:** Chance and Alyssa will set brainstorming meeting and send out email inviting participation by a smaller group. They will bring back a draft for discussion by the Board.
  - Sharon suggested programming be avoided around municipal election time.

- f) Bruce Miller SharePoint course: not discussed.
- g) Postcard: Jim has not yet advised on printing options.

## 5. Marketing – Annette/Jon

- a) Pamphlet for 2014/15: Jon advises considerable work will be required.
- b) Delegation of some tasks:
  - Website: hit counter 3,428 visits; hits doubled since October.
  - Twitter: 76 followers, mostly RIM people; followers also doubled since summer.
  - Business Examiner: next column due March 6<sup>th</sup> and Annette should have column ready.
  - As she will be too busy, Annette needs assistance with website, emails, etc. at this time. Also wants to know if someone is interested in taking over the Business Examiner column as of July.

**ACTION:** Jon to cover website & email reminders until Annette is able to take over again.

  - Ken may be able to write July article; discussion needed on column going forward.
- c) Newsletter for the AGM:

**ACTION:** Ken will edit regional report for text.

**ACTION:** Chance to look at design/graphics.

## 6. Clean up electronic files – Vivian Grace

Vivian Grace has built the file structure based on ARMA schedules and is moving records into the folders.

**ACTION:** Vivian Grace will save to a flash drive; Jon will load to Synology server.

## 7. Plaque error

New plaque will be sent to us.

## 8. AGM May 22<sup>nd</sup>, location 4 Mile Pub @ 5:15

- a) President: Ken to prepare President's Report and Agenda.
- b) Treasurer: Trevor to prepare Treasurer's Report and 2014/15 budget for voting/approval.
- c) Programming: Chance/Alyssa should have draft plans for next year ready by that time.
- d) Elections:
  - Need new president.
  - Treasurer, Secretary, Membership, Programming – status quo.
  - Annette should be able to still do Marketing.
  - Vivian Grace will be stepping down as Member at Large.
- e) Other:
  - Annette to prepare a Marketing Report.
  - Sharon to prepare Membership Report.
  - Ken will see if ARMA Canada Strategic Plan in the pipeline.

## 9. Canada Conference

- a) Leadership attendance: Ken and Jon will attend. Terrell is hoping to attend.
- b) Awards: Ken will fill out chapter of the year application; leadership training grant; member of the year (Alyssa); and chapter leader of the year (Chance).

## 10. Next Meeting

Date: March 20th

Time: 5:15 pm

Location: CRD, 625 Fisgard Street