



Thursday March 20, 2014, 5:15 pm  
CRD, 625 Fisgard Street

Present: Ken Oldenburger, Jon Weston, Terrell Les Strange, Nancy More, Chance Dixon, Annette LaFave (via Skype), Stacie Barclay

Absent: Trevor Youdale, Alyssa Meiner, Sharon Froud, Vivian Grace Ostan, Jim Phillips

### 1. Call to Order - Ken

- a) Agenda: approved
- b) Minutes: location and #4D incorrect (no "o" in Collabware).  
**ACTION:** Terrell to correct and forward for posting to the Internet.

### 2. Financials - Ken

- a) Bank Report: No bank report as Trevor away.  
**ACTION:** Trevor to send a copy of the bank statement and Treasurer's report.
  - Ken will be applying for another grant.
  - Jon reported a \$105 Skype credit.**ACTION:** Jon will submit request for reimbursement from Skype.

### 3. Membership - Ken

- a) Numbers and new contacts: we have a new member.  
**ACTION:** Ken to send Annette contact information.
- b) Lapsed members: no new lapsed members.
- c) Membership survey: Sharon drafted new membership survey based on old survey and examples from Vancouver. Ken requested proofreader(s).  
**ACTION:** Nancy will proofread.

### 4. Programming – Chance, Ken, Jon

- a) February 25<sup>th</sup> City of Langford: Chance reported 8 attended and had a good discussion about different records issues. Similar events will be planned.
- b) March 3<sup>rd</sup>/4<sup>th</sup> Government conference: Ken reported this went really well. About 150 people attended. Jon gave an introduction to ARMA, ARMA VI, and certification and Ken presented. A few people asked for membership information.
- c) March 6<sup>th</sup> ACCESS tours: Went well, but Chance did not have details.
- d) April 14<sup>th</sup> Nanaimo Conference planning:
  - Ken reported contract signed with venue and \$400 deposit paid.
  - Chance reported CUBE and Docuware will have tables, but she did not hear back from other vendors.
  - Group discussion regarding offering a Skype broadcast of sessions (an inquiry was received). Attempted this previously, and there were issues but worth trying again. Presenters would need to confirm they are okay with Skype. How much to charge would need to be worked out. Discussed doing trial for April 14<sup>th</sup> event.**ACTION:** Chance and Alyssa will check in with presenters prior to conference; check in

with Trevor regarding the projector; and check to see what we can do with Skype.

**ACTION:** Reminder to be distributed to contacts list.

e) Next year's programming:

- Chance, Alyssa, Jon met earlier this month and drafted an outline.

- 2 conferences; 2 information sessions; no activities in December.

- Alyssa, Stacie, Chance will do a scanning presentation in January (they are working on a policy). There is likely enough information for a ½ day session on this.

**ACTION:** Chance will distribute the outline to the board and ask for feedback on any conflicts or other issues.

**ACTION:** Ken, Jon, and Alyssa will contact potential speakers.

- Ken has other possible speakers if any speakers fall through.

f) Postcard: once program is worked out postcard can be prepared.

## 5. Marketing – Annette/Jon

a) Pamphlet for 2014/15: Jon has drafted tri-fold pamphlet; Annette has reviewed.

**ACTION:** Jon will distribute to board for review.

b) Newsletter for AGM: pending.

c) Marketing Report:

- 524 website visits since last month and 1 more Twitter follower.

- Redid events survey.

**ACTION:** Annette will distribute stats report to board.

## 6. Electronic Files to Server – Jon

a) Disposition processing – Vivian Grace still needs to hand over.

## 7. AGM May 22<sup>nd</sup> - Ken

The following were included in the minutes as a reminder of reports to be prepared for AGM:

a) Agenda (Ken)

b) President's Report (Ken)

c) Treasurer's Report (Trevor)

d) Budget for Next Year (Trevor)

e) Program Plan for Next Year (Chance & Alyssa)

f) Marketing Report (Annette)

g) Membership Report (Sharon)

**ACTION:** Ken to contact Deirdre regarding ARMA International/Canada news.

## 8. Canada Conference - Ken

a) Leadership attendance: Ken has applied for leadership grant and will also apply for a regional grant. Jon may attend the IGP pre-conference session instead of leadership. Jon will apply to be a session monitor. Ken's session will be paid for because he will be a speaker's assistant. Ken and Jon will split discount.

- Jon reported IGP exam is on sale right now (\$399 instead of \$599).

b) AIEF Silent Auction Items:

- \$200 budget including tax for AIEF silent auction items.

- Group discussed purchasing Vancouver Island items and putting together a gift basket (or splitting items into different lots). Ideas included: Rogers Chocolate; Vancouver Island wines or cider; art piece (i.e. Mayne Island starfish).

**ACTION:** Chance to purchase.

### **9. Bylaws – Ken:**

Amended bylaws approved by headquarters

### **10. New Plaque**

New plaque with corrected anniversary dates was received.

### **11. ARMA Canada team opening**

Regional Director and 3 chapter advisor positions are open. If anyone is interested, the application is due March 31, 2014.

### **12. Next Meeting**

Date: April 24, 2014

Time: 5:15 pm

Location: CRD, 625 Fisgard Street