



## ARMA Vancouver Island Board Meeting Minutes

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Thursday July 24, 2014, 5:15 pm  
870 Old Esquimalt Road, Victoria, BC

Present: Ken Oldenburger, Trevor Youdale, Terrell Les Strange, Stacie Barclay, Jon Weston, Annette LaFave (via Skype)

Absent: Nancy More, Chance Dixon, Jim Phillips, Sharon Froud, Dave Young, Bruce Smith

### 1. Call to Order - Ken

- a) Agenda: approved.
- b) June 19th minutes: approved.
- c) Previous business:
  - Outstanding book loans: have not followed up.
  - Books on loan list: website not updated yet.
  - Action:** Jon to generate list of attendees and send out note to return books.
  - New books for purchase: Terrell reviewed books on sale through ARMA but did not determine best value. Based on \$100 budget may only be able to buy 2 or 3 books in year. Discussion whether to increase book budget. We can make motion to increase/approve more funds for books later if necessary.
  - Action:** Terrell to review available books again.

### 2. President/President Elect Vacancies - Ken

- No volunteers for President or President Elect yet.

### 3. CGSB 72.34 court case - Jon

- Jon reported on legal decision regarding scanning of Calgary Police breathalyzer maintenance records. Records Manager Uta Fox testified records were scanned into PDF format and maintained in Livelink. Records were deemed admissible because format was unchangeable and there was visual quality control for every single document.
- Stacie advised decision also indicated the fact only four people had access to the images gave confidence images would not be changed.
- There was also an objection to documents transcribed from notes, but it was argued these were working documents and meant to be transcribed.
- Full decision has been posted to ARMA VI LinkedIn page.
- Ken suggested we see if Stuart Rennie could speak to legal aspects of scanning at January 16<sup>th</sup> event; or be available to answer questions with Juliana and other presenters.
- Action:** Ken to contact Stuart Rennie.
- Trevor reported Natural Resources Sector has implemented a Lean Project around scanning invoices, managed by their Financial Services department. It included a lot around the validation process.

### 4. Financials - Trevor

- a) Bank report:
  - Balance is \$1,598.30 US + \$8,355.66 Canadian as of July 24, 2014.
  - Not many changes:
    - Deposited: \$1,000 for Canada Cup; and \$150 fee from Jim for Nanaimo.
    - Outstanding: \$35.80 stamps for mailing postcards; \$157.50 for renewal of PO Box; \$25 for payment of filing of BC Society Annual Report; and \$85.79 reimbursement to Trevor for the AGM food bill.

- Jon enquired about previous discussions around investing savings in higher yield accounts.

**Action:** Trevor to investigate options for short-term savings deposits.

- Trevor needs to reset PIN to online account. Two people are required to have access for oversight purposes. Ken will be second person until new President appointed.

**Action:** Trevor to provide Ken with PIN.

b) Budget:

- \$1,000 for Canada Cup added to Revenue line.

- Motion made by Ken to balance budget with projected Program Revenue of \$9,050.

Unanimously approved.

## 5. Membership - Trevor

- Trevor has not received any information yet. Ken advised the only thing required of Membership Director is to send an email to new members. Jon advised he will also need to follow up with outstanding renewals.

- Ken updated ARMA International with new board positions, listing Bruce as President Elect and President as blank. ARMA has also been advised of the Chapter Leader of the Year and Chapter Member selected several months ago.

- Terrell advised Sharon has confirmed she would like to be listed as Member at Large, not Membership Co-Director.

- Jon reported ARMA Canada is creating another Chapter Advisor position and would like him to consider. Jon is waiting to see what the position description looks like before deciding.

## 6. Programming – all

Stacie, Jon and Terrell are all willing to assist Chance with programming.

a) Clive's Social July 17th: 10 attended (6 members; 4 non-members). It was a great event and we received positive feedback about arranging such an event from others.

Whining Wednesday July 16<sup>th</sup>: 7 attended (6 members; 1 non-member).

- Annette requested we start tracking number of members/non-members at each event.

b) Programming Update:

- Discussion around alternate venue for 3 hour sessions as Laurel Point food costs are high.

- Stacie suggested we look at rooms available to us such as Langford Council Chambers. Trevor advised Orca room could also be a possibility.

- Agreement we should continue using Laurel Point or similar for full day conference/sessions.

- Ken would prefer different location than Orca room for Rick Stirling event in October. We will need to have details in place by month end to request the Speaker's Grant.

- Ambrosia room rate is \$240 for the small room. Lunch is \$16.00/person. Discussion around having a networking lunch rather than serving coffee at potentially higher rate at Laurel Point.

**Action:** Stacie to look into Ambrosia for October 14<sup>th</sup> noon to 4:00.

**Action:** Trevor will look into ORCA room availability; who they use for Catering.

- Session fees were not discussed; we are ahead of previous years in event planning.

c) Postcard:

- The postcard went out and looks really good.

- November event is the 17<sup>th</sup> not 16<sup>th</sup>. No correction required. Future communications will specify the correct date.

**Action:** Annette to send Jon suggestions of other locations to send the postcard.

## 7. Marketing – Annette

a) Anti-Spam Law: we received 33 consents out of 120, with a quick response by those who replied.

Statistics really good:

- Website: 487 visits past month. 5669 total.

- Twitter: 7 new followers past month. 94 followers total.

- b) Membership Survey:
  - Annette will add to the survey the question Stacie suggested around what respondents think about our emails (i.e. frequency; types of emails they want to receive).
- c) Facebook and HootSuite: Bruce to work on this.
- d) Advertising (coffee or travel mugs):
  - Annette really liked the idea of white coffee mugs with large logos; and text on the other side.
  - Group agreed and also liked Jon's suggestion text be the same as our brochure – Records Management & Information Governance.
  - Some debate whether website address needed; but most thought it should also be included.

**Action:** Ken to chase down coffee mug.

**Action:** Annette to add Nick Fonseca (Western Canada Chapter Advisor) to distribution lists.

  - Jon reported an "Add to Your Calendar" icon will be added under events on the website.

#### 8. Electronic Files to Server - Jon

- a) Disposition processing:
  - Jon reported he chatted with Vivian-Grace Ostan and Synology is up again.
  - Vivian-Grace used the old ARMA International schedule, but the ARMA Vancouver Classification Schedule may work better. It was circulated at last month's meeting but not discussed.

**Action:** Jon to get all documents into Synology.

**Action:** Ken to put the ARMA Vancouver Classification Schedule on agenda for next month.

  - We will not meet in August. Arrangements for October event will be locked down by email.

#### 9. Next Meeting

Date: September 11th

Time: 5:15

Location: CRD