



## ARMA Vancouver Island Board Meeting Minutes

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Thursday October 9, 2014, 5:15 pm  
SOFMC (1925 Blanshard, Gate 3, 250-220-4575)

Present: Bruce Norman Smith, Ken Oldenburger, Trevor Youdale, Terrell Les Strange, Chance Dixon, Jon Weston, Annette LaFave (via Skype), Dave Young

Absent: Nancy More, Stacie Barclay, Jim Phillips, Sharon Froud

### 1. Call to Order - Bruce

- a) Agenda: approved.
- b) September 11th minutes: approved, with the following added to #2: President on record is now Bruce Norman Smith. Bruce will chair meetings, with Ken and Jon as back up.

### 2. Financials (Trevor)

- a) Expenditures: \$9 service fee; Revenue: \$50 deposit from ARMA International.
  - Cheques will be issued for October 14<sup>th</sup> honorarium (\$600) and venue costs (TBD); and InterPares sponsorship (\$400). \$500 speaker grant received from ARMA International.
- b) Bank Report: balances as at October 8, 2014: \$9,144.84 CDN + \$1,665.51 USD = around \$11,000.  
**Action:** Trevor will email August and September bank reports to board.

- c) Budget: not discussed/on agenda in error.

Trevor looked at short term deposit accounts. Interest rates are around 2.5% if you lock in funds for 18 months, 3 years etc. It does not seem worth the effort.

### 3. Membership

- a) Numbers and new contacts: 31 + 2 new members.
- b) Lapsed Members: Membership has dropped from 41 or 42. At least one member has left the province; and another is no longer working in RIM. However, it would be a good idea to follow up with others via telephone and/or email. Ken may be able to assist Trevor.  
**Action:** Trevor will look at Membership procedures.  
**Action:** Ken will look up ARMA Vancouver Membership Director. They may have an exit survey.

### 4. Programming (Chance)

- a) Upcoming events:

October 14<sup>th</sup>, Rick Stirling:

- 16 registered; and Chance has everything ready to go.
- Terrell will assist Chance with registration. Ken has speaker's gift.

November 17<sup>th</sup> full day conference:

- Chance has everything set up with Ambrosia Event Centre, but will be out of town Nov 17<sup>th</sup>.
- The event has been posted on our website.

**Action:** Terrell and Jon will work registration table.

**Action:** Annette will publish Nov 17<sup>th</sup> event on CivicInfo and distribute notices.

**Action:** Jon will talk to Stacie about registering the event for CRM maintenance points.

- We should also talk to Alyssa about advertising event to legal; and possibility of credits.
- Four speaker's gifts also need to be arranged.

- Discussion around substituting Nov 19<sup>th</sup> Whining for a social event following the Nov 17<sup>th</sup> conference (i.e. invite attendees and anyone else who is interested to meet at a pub).

**Action:** Chance will prepare a notice regarding November 17<sup>th</sup> social event.

## 5. Partnership-building (all)

- a) InterPARES:
- Annette has posted notice on our website and also tweeted the event.
  - In return for our sponsorship we can display whatever we want. We have pens, buttons, brochures, but should also have display materials (i.e. 'sponsored by' or 'courtesy of' card for coffee table; a poster or banner for display).
- Action:** Jon will use free registration and man table if necessary. Trevor & Terrell will also attend.
- Action:** Chance will give Ken information on materials to get printed at Island Blue Print.  
Language should be generic so we can reuse at future events.
- b) AABC-SVIRG (Chance): Chance is very involved, so is our convection with AABC-SVIRG.
- c) SCRAP: Archivist social group.
- d) Privacy, Public Sector, etc.: We should ensure we get the word out about ARMA to our privacy associates.

## 6. Marketing (Annette)

- a) Chapter Member Survey & Synopsis:
- 14 completed surveys were received (43 were mailed out), for a 32.5% rate of return.
  - Members indicated some preference for full or ½ day events.
  - Some indicated transportation or scheduling issues, and Annette suggested we look at offering carpooling and considering scheduling events on Fridays.
  - Appears we could send more email; but if we do so Annette would like help.
  - We should also consider a quarterly newsletter; if so Annette would consider editing.
- b) Website and Twitter Statistics:
- As at Oct 8<sup>th</sup>: website 6,918 hits; up 599 from last month.
  - Twitter just got 100 followers (up 5 from last month).
- c) Mugs & Banner (Ken):
- The mugs look really good. Printing is not so great on the outside, but we were warned. We will resell for \$10 a mug to make back money; or give out as door prizes.
  - Ken gave a show and tell of ARMA Posters for banner – some are a little dated already.
  - Ken handed over a box of materials for the Program Coordinator; and a box for the President.

## 7. September President's Report (Bruce)

Bruce shared the latest President's Report. Reports are prepared and forwarded to ARMA Canada; then to ARMA International so issues can be identified. Reports include activities and concerns.

## 8. Other Administration

- a) Retention Schedule & Disposition Processing (Dave): markups on the hardcopy version only.
- Action:** Ken to resend electronic version to Dave.
- b) Central Calendar (Bruce):
- Discussion on calendar for tracking board activities. Also touched on widgets for ARMA VI events.
- Action:** Bruce will create draft calendar we can upload and share in Synology.
- Action:** Jon will create "add to my event" button for google for events.
- Ken pointed out the ARMA International calendar that outlines key dates for chapters.

### Strategic Planning (Chance):

- Debbie Harris, Corporate Projects Coordinator for Saanich, could speak to us about Strategic Planning; or possibly even facilitate a planning session.
  - Ken may also have a strategic planning contact.
- Action:** Chance will follow up further with Debbie Harris.

## 9. Next Meeting

Date: November 6<sup>th</sup>

Time: 5:15

Location: itgroove Meeting Room, SOFMC

Approved 2014/11/06