



ARMA Vancouver Island Board Meeting Minutes

Thursday November 6, 2014, 5:15 pm
SOFMC (1925 Blanshard, Gate 3, 250-220-4575)

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

Absent: Trevor Youdale, Jon Weston, Stacie Barclay, Nancy More, Jim Phillips, Sharon Froud

1. Call to Order - Bruce

- a) Agenda: Approved.
- b) October 9th minutes: Approved with changes (location; spelling of name).

2. Financials

- a) Bank Report :
 - Trevor will email reports on Wednesday. There are outstanding amounts from Ambrosia.
 - Chance reported income from October event was \$522.
 - Event cost was \$591 + \$100 net cost for speaker.**Action:** Chance to send attendee list to Annette.

3. Membership

- a) Numbers & New Contacts: no changes.
- b) Lapsed Members: Ken reported that there are no good follow up materials for lapsed members.
Action: Ken will draft something.

At InterPares Terrell was advised some government employees are unable to join ARMA because BC Government policy prohibits paying for personal memberships; and ARMA does not have any suitable employer-sponsored membership categories. Would be good to follow up on.

Action: Ken to lead the communication regarding membership categories.

4. Programming - Chance

- a) Whining about Records Oct 17th: - 3 attended (2 members; 1 non-member)
October event: 14 attended.
- b) November 17th full day conference:
 - 6 registered to date; and 5 more say they will register.
 - Annette will send an email reminding folks and attempting to entice them to attend.**Action:** Chance will provide Terrell the contact information for November 17th, name tags, etc.
 - The speaker's gifts will be the mugs.
 - After the event we will have a meetup at the Garrick's Head Pub at 4:45.**Action:** Chance will forward a notice for Annette to post regarding the meetup.
- c) Upcoming Events:
 - December 17th Whining About Records: we will hold this one after work, instead of at noon.**Action:** Chance will see if we can book Clive's for 5:15 pm Wednesday, December 17th.
- January Scanning: Juliana will skype in. At InterPares someone asked if BC Mail Plus would present. Ken thought it may be worth having a technology aspect included as Juliana will be talking about process.
- d) April 2015 conference date:
 - We will leave as scheduled as there are too many things already arranged; however going forward we will alternate holding events on Mondays and Fridays.

5. Partnership-building (all)

- a) InterPARES: Terrell reported this was a good event. ARMA VI was introduced and thanked at the beginning and conclusion of the event (including a mention of the ARMA Canada Chapter of the Year award). We displayed brochures and handed out a few postcards. Our logo was also on the agenda and advertising materials.
- b) AABC-SVIRG: The AABC event on November 5th had some great speakers and a large group. They typically hold 2 meetings a year. Chance will host the next meeting, probably at St. Anne's.
- c) SCRAP: (not discussed)
- d) Privacy, Public Sector, etc.:
 - Bruce gave a mention of the November 17th event at the last vSharePoint Users Group Meetup.

6. Marketing - Annette

- a) Website and Twitter Statistics (Annette): We are up 464 website hits (to 7382); and have 7 more Twitter followers (107). We don't appear to have lost any Twitter followers.
Action: Annette will send out a Tweet suggesting followers ask to get on our email update list.
Action: Annette will send out an email blurb about the November 17th event.
- b) Mugs (Ken):
 - Ken previewed the new ARMA VI logo mugs.
 - Motion made by Ken to give a mug to each board member; Seconded by Dave; all agreed.
 - We have 48 (less the mugs that go to the board). We will give them out as speaker's gifts; and make the others available for sale.**Action:** Ken will take pictures and send to Annette.
Action: Annette will develop an advertisement for the website.

7. Other Administration

- a) Retention Schedule & Disposition Processing (Dave):
 - Dave ran through the general and more specific changes made to the Vancouver schedule.
 - The following items require further revision/review:
 - define archive process;
 - replace "Chapter Executive Term" references with something more concrete;
 - review if there are sufficient categories for Marketing/Website Management records;
 - flag for Trevor's review Accounts Payable/Accounts Receivable in one category;
 - add the ARMA VI logo.**Action:** Annette to send Dave a listing of categories she thinks should be added for Marketing; and Dave will consider how to incorporate.
- b) Central Calendar for tracking board events (Bruce):
 - Bruce discussed with Jon. We could use a Google calendar, but best approach seems to be to use a Word document on Synology.**Action:** Chance to send Dave and Terrell instructions for Synology.
- c) ARMA HQ Treasurer/Secretary conference calls (Terrell):
 - October 10th Terrell participated in a conference call hosted by Anne-Marie McIsaac, Chapter Advisor-Operations, ARMA Canada. 6 chapters participated, mostly Treasurers. There was indication that there would be periodic calls in future.
 - Treasurers/Secretaries were combined because they are both under Anne-Marie's portfolio. Participants felt it was worthwhile combining as both parties may not be available for a call.
 - Specific items discussed included bylaws, Chapter Operations Manuals, and escrow reports.
 - Our bylaws were updated September 2013.
 - We use the ARMA International manual, but it may be useful developing a Chapter specific manual (i.e. as a tool for orientation of new board members).**Action:** Ken will send a template for a Chapter Operations Manual to Dave to look at.
 - It may be worth reviewing our bylaws at the same time to ensure they align.

8. Next Meeting

Date: December 17th

Time: 4:00 pm

Location: BC Ferries (5th Floor, 1321 Blanshard)

The meeting will be followed by an evening Whining Wednesday at Clive's Classic Lounge at 5:15 pm.

Approved: December 18, 2014