



Thursday April 24, 2014, 5:15 pm  
CRD, 625 Fisgard Street

Present: Ken Oldenburger, Jon Weston, Trevor Youdale, Terrell Les Strange, Nancy More, Chance Dixon, Jim Phillips

Absent: Alyssa Meiner, Annette LaFave, Stacie Barclay, Sharon Froud, Vivian Grace Ostan

### 1. Call to Order - Ken

- a) Agenda: no changes.
- b) Minutes: approved.

### 2. Financials - Trevor

- a) Bank Report:
  - \$9,705.35 as of March 31, 2004 statement.
  - Current balance should total \$13,842.25 (current balance plus new deposits, less outstanding expenses).
  - New Deposits: 3 cheques totaling \$413 USD; Eventbrite \$3,643.53 for Nanaimo Conference (to be deposited April 22<sup>nd</sup>).
  - Outstanding Expenses: \$109 Jon for brochures; \$222 Trevor for Internet hosting; Ken for Nanaimo conference (\$400 deposit plus amount to be confirmed by Alyssa).

**Action:** Trevor to follow up with Alyssa on event invoice.

Trevor reported ARMA International will be shifting to direct deposit via wire transfer rather than cheque deposits. Trevor provided account details to ARMA International. If there are fees for processing, they will build them into deposit so we don't lose money.

**Action:** Trevor will talk to bank regarding US account for transfer.

### 3. Membership - Chance

- a) Numbers & new contacts: one new member.
- b) Lapsed members: none.
- c) Membership survey: Nancy is proofreading.
  - The survey will be attached to the newsletter.

### 4. Programming – Chance & Alyssa

- a) April 14<sup>th</sup> Nanaimo Report:
  - Financial information will be provided later
  - Vendors felt tables in hallway too remote.

#### Group discussion vendor arrangements:

Whether the tables could be in same room as sessions would depend on number of attendees. If tables are in the same room vendors would miss out on people during lunch. During sessions people are unlikely to visit tables anyway. Introducing vendors as part of the agenda may be a good idea.

- Food was good; having meal in a different space worked well.

- Chance did a quick review of the survey responses:  
Surveys indicated presentations were well received. People sometimes could not see screen (font too small; too bright). There was one comment that the price was a bit high/more attendees may attend if price lowered.

**Action:** Annette to compile survey results.

- Group discussion around event pricing:  
Discussed offering discount coupons to past attendees for future event; reduce fee a bit by type of attendee, or for all attendees to be equitable and ensure fairness; have some paid events/some free events. Free events are dependent on having a venue. We could offer to host events if someone provides facility.
- Amount required for cost recovery for future events can be better calculated once Nanaimo financials are in. Events need to cover costs, not make profit.

b) Skype Attendance Report:

- Chance reported viewer found it quite useful, but because screen was bright and laptop pointing up could not see the screen. Sound was good, except soft voices. Some speakers did not stay in line of sight. Viewer would attend via Skype again.
- Ken noted that from our side, it is difficult to allow Skype attendee to actively participate. Could have third person to monitor what they type in; or give caveat that there is no possibility for asking questions, etc.
- Chance reported that the viewer suggested presentations be sent to Skype attendees in advance. There was general agreement that having presentations available electronically, or providing hand outs are appreciated by all attendees.
- Discussed having an A/V person monitor, run camera, etc. Doing an actual production for sale may be more feasible than broadcasting live. Nancy suggested we consider producing short videos. Production quality might be an issue.
- We could consider obtaining quality webcam or equipment if there is need.
- Jim advised projector technology changes frequently & expensive; rental may be better.

c) Next year's programming:

- Last month Chance sent to Board a very tentative schedule.
- No specific comments received back from Board.
- Ken reported:
  - He has not spoken to Ann yet regarding the March government event.
  - Rick Stirling is available mid-October (president of WesternIM; one of the GARP authors). Rick has a ½ day presentation on a number of topics. There will be a cost.
  - Gary Mitchell (Provincial Archivist) will host an event. Month is flexible. It will be a 40-45 minute tour of the BC Archives by staff, followed by speech by Gary Mitchell. Discussed adding luncheon or additional tour (i.e. lunch at the museum or BC Legislative Dining Room; and/or a tour of the Legislative tunnels, Legislative Library, or Empress Hotel, etc.).

**Action:** Jim to investigate possibility of additional lunch and/or tour.

- Ken has not made contact with Bette-Jo Hughes (CIO) regarding possible November presentation. Ken had wanted her to present with Rick Stirling and Trevor Banks; but Rick will present in October. Trevor Banks could possibly present by Skype.

**Action:** Jim will see if he can make contact with Betty Joe Hughes.

- Ken reported Juliana MacEwen might be good for November. She has done tons of scanning stuff and is happy to Skype. Juliana could perhaps present a case study via Skype, and Stacie & Alyssa present in person.
- Dave Young and Lara Wilson will present on the privacy breach at UVic.
- Nanaimo could perhaps have a First Nations focus.

d) Postcard:

- Chance would like to have tentative schedule in place so we can send out postcard, or put blurb on website by June.
- Chance will also send out notice to CivicBC so municipalities don't book anything the same week as us.
- Another programming meeting required prior to June.
- **Action:** Chance to schedule program planning meeting last week of May.
  
- Trevor suggested hosting a social event to reach out to new RIM folks in Victoria.
- Suggestion that we meet for cocktails at Clive's greeted with enthusiasm.
- There was interest in having other, occasional social events.
- **Action:** to be discussed further at Programming meeting.

## 5. Marketing – Ken

a) Newsletter for the AGM

**Action:** Ken will have the newsletter ready by end of the month.

Brochure: Jon had 100 copies of the brochure printed off.

- discussed whether we wanted more; and if they should be same or alternate version.

**Action:** Jon will have printed 200 brochures with alternate title (Records Management and Information Governance).

## 6. Electronic Files to Server – Ken

a) Disposition processing: not discussed; deferred to next year.

## 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)
- h) ARMA International/Canada News - Ken to contact Deirdre
- i) Elections – Next President or at least President Elect

Ken advised voting may be required if we have more interest in board participation. We may want to establish sub-committees or working groups if necessary.

**Action:** Ken to review bylaws regarding board composition, voting.

## 8. Canada Conference - Ken

- a) Leadership attendance: Ken has been approved for a grant of up to \$1,000.
  - Jon is volunteering at the conference & pre-conference and will receive a registration discount (fee reduced to \$250).
- b) AIEF Silent Auction Items
  - Action:** Chance will do the shopping this week.

## 9. Next Meeting

The next meeting will be the AGM.

Date: May 22, 2014

Time: 5:15 Meet & Greet; 5:30 Start Time

Location: 4 Mile Pub

The following meeting will be:

Date: June 19, 2004

Time: 5:15

Location: CRD, 625 Fisgard Street