Wednesday March 17, 2015, 5:15 pm
Itgroove (1925 Blanshard Street, Gate 3, SOFMA)

Present: Bruce Norman-Smith, Ken Oldenburger, Terrell Les Strange, Trevor Youdale , Dave Young, Jim Phillips

Absent: Jon Weston, Chance Dixon, Annette LaFave, Stacie Barclay, Nancy More, Sharon Froud

1. Call to Order - Bruce
a) Agenda: Approved.
b) Minutes January 21 and February 26, 2015: Approved.

2. Financials – Trevor
a) Bank Report:
   - No great change. Nothing to report from February.
   - A cheque for $112.83 to reimburse Trevor for Internet hosting is required. Ken, Jon and Trevor are the three authorized signatories. As the person who the cheque is written to cannot sign, we need Ken and Jon to sign the cheque.
   Action: Ken and Jon to sign the cheque at the next meeting.

b) Year to Date Report:
   - Trevor uploaded a Year-to-Date financial report to Synology.
   - The report tracks the month to month transactions, and is for the board's information and attachment to the Leadership Grant Application.

c) Grants for travel to ARMA Canada 2015 Conference:
   - $3,000 is budgeted by ARMA VI to sponsor attendance by the Board.
   - Bruce will apply for the $1,000 Leadership Grant from ARMA Canada; but will only attend Leadership. His expenses should therefore be covered.
   - Ken and Terrell will attend Leadership and the conference. Ken's name has been put in for the Volunteer/Leadership offer and Terrell anticipates receiving some funding. Annette and Stacie have also indicated they will attend the conference. Jon is attending as part of the ARMA Canadian Region Team.
   - There is also two $400 grant available from ARMA International; but these usually go to Chapters furthest away from the Conference.
   Action: Bruce to submit the ARMA Canada Leadership Grant application.
   Action: Bruce to send the email advising that Bruce, Ken and Terrell will attend leadership.

   - Decision on how to split the $3,000 budgeted by ARMA VI must be deferred to next meeting, as we do not have a majority of directors at the meeting.

   - Dave suggested we consider allowing a per diem and an allowance to the President for networking at the Conference (i.e. contributing money toward the VIP room).
   Action: Dave will draft an expense policy for review by the Board.

   - Discussion around Directors who have not been attending meetings.
   Action: Bruce to contact Directors by telephone.

3. Membership - Trevor

   - We currently have 31 members. There has been no follow/up with lapsed members yet.

4. Programming - Bruce

a) Whining about Records:
   - We reviewed the February Whining at the last meeting.
   - Next Whining is at Clive's Classic Lounge on March 18th.

b) BC Archives Tour:
   - We reviewed the tour at the last meeting. It was a good event.

c) Nanaimo Conference, April 20th:
   - Bruce would like to send out more email notices.
   Action: Bruce will email SLAIS.

5. Partnership-building (all)

a) AIIM: Not discussed.

b) ACA: Not discussed.

c) AABC-SVIRG:
   - Last meeting we discussed possibly approaching AABC regarding holding a joint event again.

d) interPARES:
   - Dave has been involved in interviews relating to interPARES.

e) Privacy, Public Sector, etc:

   - Last meeting we discussed possibility of more legal focused sessions, such as held by Sedona.
   - Ken said we should be following up with the office of the Information and Privacy Commissioner.

   Action: Ken will contact the IPC regarding the Nanaimo event, advertising, and coordinating events.

   - Discussion around Bill 5-2015: Government Information Act.
   Action: Trevor to speak to Alex Wright regarding the possibility of a presentation.

6. Marketing

Not discussed.

7. Other Administration

a) ARMA Canada 2015 Calgary – Brag Bag (Bruce et al.):
   - In the Fall we put together a word document about our achievements which can be updated.
   Action: Bruce to update the document and circulate to the Board for additions.

   - Rick Sterling and Juliana McEwen weren't given ARMA VI mugs after their presentations.
   Action: Ken will bring mugs to Calgary to present to Rick and Juliana.

b) Retention Schedule and Disposition Processing (Dave):
   - Dave has posted both the draft Retention Schedule and Chapter Operations Manual to
     Synology under procedures.
   - Dave will do one last edit to the Retention Schedule, including reviewing Terrell's suggestions,
     and then we can vote whether we agree with the draft. Once it is approved Dave will rearrange
     the shared drive to align.
   Action: Terrell to resend suggested changes.

c) Chapter Operations Manual (Dave):
   - Dave made some edits to the template and then posted to the procedures section of Synology.
   - Dave suggests each Director review their own sections (if they have time review it all, but for
     sure start with your own section) and note whether anything should be added, removed, edited.
   Action: Board to review their sections, and/or the entire manual for required edits. The first
            person to edit should create a new version 1.1, and turn on track changes. Subsequent
            people may edit the same document (i.e. version 1.1).

d) Central Calendar (Bruce/Terrell):
  - Bruce has posted a calendar template to Synology.
  - Terrell forwarded an excel document where she had begun to input dates/activities, but this was based on the Calgary format with months split into separate worksheets.
  - Bruce would like in one sheet rather than separate sheets by month. We can use filters to limit views by month, responsibility, etc. Times will not typically be required.
  - The calendar will be a tool for the Board to see what deadlines, etc. are coming up, but will not replace agendas or minutes.

e) Succession Planning:
  - Bruce has collected some good examples for communications, and also suggested we work the room at Nanaimo.
  Action: Bruce will upload templates to Synology.
  - We need to determine the current board's plans (i.e. how many/which positions will be vacant).
  - Jim suggested we develop a marketing plan to try and get board members to bring in new members (i.e. pay the membership renewal for whoever brings in the most new members).

8. Next Meeting:

   Date: April 16, 2015
   Time: 5:30
   Location: itgroove (1925 Blanshard Street, Gate 3, Save on Foods Memorial Arena)

Approved: April 16, 2015