



# ARMA Vancouver Island Board Meeting Minutes

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June 11, 2015  
UVic Library Rm 219

Present: Annette LaFave, Bruce Smith, Dave Young, Ken Oldenburger, Stacie Barclay, Marion Villines, Jon Weston

Absent: Trevor Youdale, Terrell Les Strange, Chance Dixon

## Call to Order

AGM minutes approval: motioned by Dave Young and seconded by Jon Weston

April minutes approval: motioned by Ken Oldenburger and seconded by Stacie Barclay

**Action:** Ken will ensure most recent version of bylaws are on the Synology server

Deferred: review financials and confirm 3 signing authorities

Education/Programming: Two ½ days & one full-day events are approved by the board. eRecords proposed and endorsed for full-day syllabus.

Membership survey is ready to go so let's get it out there so we can be responsive with this year's program. Fluidsurvey is Canadian and free for automated surveys. Ken volunteered to help Annette with Fluidsurvey.

**Action:** Dave to send survey comments directly to Annette.

**Action:** Jon will send Synology login information to Marion.

Independent program meeting proposed and agreed upon. Board agreed to share last year's program with Vancouver and vice versa so we can pick and recommend good program events.

**Action:** Ken will contact ARMA Vancouver for the above.

**Action:** Jon and Annette will update the website with new board members and update email aliases.

**Action:** Stacie will call the independent program meeting for a Wednesday or Thursday downtown @ Irish Times.

**Motion:** Make Marion Villines a Member at Large? Moved by Stacie Barclay and seconded by Ken Oldenburger. Approved.

The board chose to defer the discussion of feedback from the Nanaimo event until next meeting.

**Action:** "Welcome to the New Year" email to be composed by Marion and Annette

**Action:** each board member will send a short (2-3 sentence) bio to Marion/Annette.

**Action:** each board member will read the chapter operations manual and reference Dave's "suggested changes" document

**Action:** Bruce will make a one-pager on the Chapter Ops manual or start every meeting with a brief favourite bit.

The board should plan for brag-bag next year at ARMA Canada's conference.

Each board member should set a single goal for themselves for the year to work towards.

**Action:** Jon will follow-up with Jennifer Mohan regarding cooperative training events for provincial government and will involve Stacie Barclay and Bruce Smith.

Adjournment.

**Next meeting:**

Time: July 9, 2105