



Thursday, September 17, 2015, 5:15 pm  
Café Veneto, 1450 Douglas Street

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

Absent: Jim Phillips

### 1. Call to Order - Bruce

- a) Agenda – approved.
- b) Minutes – approved.

### 2. Membership – Jon

- a) Jon contacted two new members recently. Jon was not receiving notifications of new members because of a delay in processing the Chapter Update form. This should be resolved now.
- b) **Motion** by Dave that we try and connect with new members by having a board member invite them to a coffee meeting, to be reimbursed by the Chapter. **Seconded** by Ken.
  - Invitation should be made as soon as possible after we are notified a person has joined ARMA VI. If a new member lives up island, Dave or a board member who is travelling will extend the invitation when they are going to be in the area.
  - Logistics of reimbursement to be determined. A pre-loaded coffee card may work better than reimbursement by cheque. ARMA VI does not have a petty cash fund.

### 2. Marketing - Annette

- a) Member Survey:
  - There were 18 respondents
  - We asked more questions this year. This provided a lot of programming ideas. EDRMS and Information Governance were popular.
  - ½ day events seem to be preferred. Respondents also like snacks/coffee and locations close to coffee shops over events with lunch provided.
  - Wording of some questions may have resulted in survey bias.
- b) Mug Draw:
  - Marion rolled a dice to determine which survey respondent won the ARMA VI mug. The winner was SW from Nanaimo. We should try and personally deliver the mug.
  - Action**: Annette will send a note to SW advising the mug is coming.
  - Action**: Bruce will see if SW would like to meet for coffee when the mug is delivered.
- c) Welcome Email:
  - A welcome to the New Year email was sent to all members.
  - The email referenced a programming postcard.
  - Stacie advised we need to decide on a lot of things before the postcard can be sent.
  - Action**: Stacie will update the program in Synology and notify Jon when it is ready.
  - Action**: Jon will prepare the postcard after Stacie gives the go ahead.

### 3. Education and Programming – Stacie

a) October 8<sup>th</sup> event:

- Discussion around virtual delivery of the event.
- We can use Live Meeting (Lync) for delivery to government employees.
- Discussion around the logistics of delivering Live Meeting and Skype at the same time.
- As it may be confusing to do both, we will not broadcast to non-government this time.
- Discussion regarding the notice and how to set up registration in Eventbrite.  
Government will reimburse us later for government registrants.

**Action:** Jon will poke around in Eventbrite before tomorrow.

**Action:** After setting it up, Jon will liaise with Annette regarding wording of the notice.

- Bruce may be unable to attend.
- Stacie can be Master of Ceremonies for the event if necessary.
- We receive 100% of proceeds. Our role is to be helpful and provide engaging speakers.

**Action:** Jon to provide Eventbrite numbers and a list of people to Trevor by October 6<sup>th</sup> so he can set up Live Meeting (Lync).

- Testing is not necessary. Trevor has run Live Meeting many times before.

**Action:** All to cc Trevor on discussions so he is in the loop.

- We will continue the discussion on whether we want to invest in webinar equipment or hire out at the next board meeting.

**Action:** Bruce to add to next agenda.

b) April Event:

- Friday, April 29<sup>th</sup> will be the date for the Nanaimo full day event.
- We will hold at the Conference Centre again; however per Annette's suggestion we will investigate Vancouver Island University (VIU) facilities for future events.

**Action:** Dave to check if VIU has a room, audio-visual, and food facilities for events.

- We usually break even so a lower cost venue may be worth looking at.
- It was noted the Conference Centre is ideally set up for vendor tables. If we wish to pursue more sponsorships we should also consider space for vendor tables when evaluating venues.

c) November Brainstorming:

- Focus will be on managing records through business systems.
- The session will be held on a Thursday (survey respondents indicated Fridays, Mondays, and Thursdays were preferred dates for events).

**Action:** Trevor will see if the Scholefield Room at 546 Yates Street is available for November 19<sup>th</sup> or 26<sup>th</sup>, from 11:00-1:00. Trevor will hold the room if available.

### 4. Finance - Trevor

a) No transactions since the end of August. Current balance is \$8,237.80

b) Cheques written September 17:

- \$536 towards Terrell's costs for leadership.
- \$188 to reimburse Trevor for post office (\$163) and corporate registry (\$25) costs.

c) Trevor will finalize the financial report in the next week or two.

**Action:** Trevor will update the spreadsheet and history; compare to bank statements and receipts; and let Terrell know when finances are ready for review.

**Action:** Annette to contact potential April speaker regarding dates and expenses. She will cc Ken and Stacie.

- Reasonable expenses would be reimbursed.
- We should apply for an ARMA International Speaker Grant.

## 5. Other Business

a) Operations Manual: will be on the next agenda.

b) Classification & Retention Schedule: a special meeting is required to finalize.  
- Dave will host the meeting at UVic in October. Terrell volunteered to attend.  
- Members may also be interested/learn from the session.

**Action:** Bruce will draft an email inviting members to participate.

## 6. Next Meeting

Date: October 29<sup>th</sup>

Location: To be determined.

Approved: October 29, 2015