



Thursday, October 29, 2015, 5:15 pm
Clive's Classic Lounge, 740 Burdett Avenue

Present: Bruce Norman Smith, Dave Young, Terrell Les Strange, Stacie Barclay, Ken Oldenburger, Chance Dixon, Marion Villines

Absent: Trevor Youdale, Jon Weston, Annette LaFave, Jim Phillips

1. Call to Order - Bruce

- a) Agenda – approved.
- b) Minutes – Motion made by Marion to approve minutes from September 17, 2015; seconded by Bruce. Approved.

2. Membership - Bruce

- a) Member count is 38. We are up one member.
- b) Two people who attended the October event indicated they were interested in joining. Jon has sent them an email, but has not heard back.
- c) The ARMA International link to sign up is apparently broken. We should add a note to our website with instructions for those having difficulty renewing electronically.
Action: Bruce to send an email to Annette regarding changes necessary to the Membership page on our site.
- d) Jon indicated he will follow up with ARMA International on membership categories.

3. Education and Programming – Stacie

- a) October 8th event
 - The event went very well; and feedback was generally positive.
 - One person said it was the best event yet. There was also one very negative evaluation.

Issues identified:

- a) Parking at St. Ann's Academy is very limited. People were leaving to move cars.
 - b) Seats at St. Ann's are very hard.
 - c) Live Meeting sound was terrible. People couldn't hear and were chatting about it online. Speakers were not using a lapel mic.
- We could consider a venue with better seating, parking, and access to A/V services.
 - Free is a bonus of using St. Ann's and there were folks who liked the venue.
 - We received 21 evaluations from 120+ attendees; and only 1 was strongly negative.

For future events:

- a) We should communicate parking options; send out map showing bus stops.
 - b) Suggest folks bring a cushion if we use St. Ann's.
 - c) Have Trevor pop in to the Live Meeting session to make sure everything is working.
- We need stats on how many were participating electronically. If we want to deliver webinars we likely need to invest in technology.

Action: Marion to check with Vancouver Island Tech Park re: their venues/technology.

Action: Dave to talk to UVic Conference people regarding facilities at the university.

- b) Nanaimo event April 29th
- Venue still to be booked.
Action: Stacie will look at numbers and confirm venue.
- Stacie proposed we establish a cancellation policy. She suggests cancellations 2 weeks prior to an event be reimbursed 100%; one week prior to an event reimbursed 50%.
 - Policy should be in Eventbrite and appended to all communications.
 - We will revisit before advertising the next paid event.
 - We could also offer ability to send substitutes for last minute cancellations.
 - Annette wants to secure her suggested speakers for Nanaimo. We will reimburse reasonable expenses and should apply for a Chapter Speaker Grant to obtain funds.
- Action:** Bruce to complete a Chapter Speaker Grant application form.
Action: Bruce to confirm the date with his speaker once the venue is confirmed.
- c) December Social
- December social will be December 8, 9, or 10th from 5:30 to 8:00.
- Terrell has attended events at the Strathcona Hotel upstairs dart area. They allow groups to book either the full floor for very large groups, or just a few tables.
- We should invite SCRAP to our social.
Action: Stacie will look into booking 5 tables in the upstairs dart area at the Strathcona.
Action: Stacie to update the program plan in Synology.

4. Finance

- No report. Trevor did send an email advising our accounts are doing well with a hefty injection from the October event.
- Terrell advised Trevor is putting documents on Synology for review.
- We need a Treasurer's Report and Budget to apply for ARMA International grants.
- Ken has \$10 cash received from a mug purchase.

5. Operations - Dave

- a) Classification & Retention Schedules:
- We had a fabulous working group meeting. Two non-board members participated.
 - The process was really good and participants said they enjoyed it and found it a great opportunity. We should keep in mind involving members in the future.
 - Version 2.0 is to follow. Terrell sent additional recommendations. Ken also made some edits and would like Selective Retention criteria defined.
- Action:** Ken to send his edits to Bruce.
Action: Dave to make final edits and forward a version for approval at the next meeting.
- Immediately upon ratification Dave will start organizing Synology.
 - We will document our destructions and develop a process to do it efficiently, effectively, and defensibly.
 - We should publish the Classification & Retention Schedule to our site with a Creative Commons license.
- b) Best Speaker Award:
- Other awards are sanctioned by ARMA Canada. This is not, so how are we going to make it happen? We need a form to track who is in the running.
- Action:** Bruce will put together a tracking form.
Action: Annette to amend the Event Evaluation Form to ask "Should we consider nominating any of today's speakers for Speaker of the Year Award? Who?"

c) New Member Coffee Initiative:

- Dave delivered the coffee mug to Nanaimo and got a tour of the City of Nanaimo vault.
- A discussion followed on future member tours and if we could visit Land Titles.

Action: Dave will see if he can arrange 2 tours of 12 at the Land Titles office in March.

- Jon needs to connect with us regarding new members so we can make the “take a new member to coffee initiative” happen.

6. Marketing - Marion

- a) We are up 1900 website hits from July (12,927) and have 15 more twitter followers.
- b) We have 46 active email consents.

7. Next Meeting

Date: Thursday, November 26th, 5:15 p.m.

Location: Clive’s Classic Lounge.

Approved: November 26, 2015