Thursday, November 26, 2015, 5:15 pm
Clive's Classic Lounge, 740 Burdett Avenue

Present: Bruce Norman Smith, Dave Young, Trevor Youdale, Terrell Les Strange, Jon Weston, Chance Dixon, Marion Villines, Michael Stevens

Absent: Stacie Barclay, Ken Oldenburger, Annette LaFave, Jim Phillips

1. Call to Order - Bruce

   a) Agenda: approved.

   b) Minutes : Bruce motion to approve October 29 minutes; Chance seconded. Approved.

2. Membership - Bruce

   a) Member count: status quo at 38.

   b) Follow up discussion on the broken ARMA International link to register/renew.
Action: Bruce to draft update for our website's member page providing ARMA International phone and fax contacts for renewal.

Jon advised he was on an ARMA Canada regional call with the new ARMA International CEO and the website has been prioritized.

3. Education and Programming - Trevor

   a) <u>November brainstorming session</u>:

- Jon wasn't aware of the event until that day, so perhaps we need more emails.
- 6 to 7 people attended. Ken facilitated by first asking for questions and issues around structured systems and records management. The session quickly evolved into a conversation. People were enthusiastic and seemed to enjoy having a forum for sharing. Time and bring your own lunch format seemed fine.
- Trevor has assurance he can use the room again.
- Marion received great feedback from one participant.
- We should do something similar again.

- Whining Wednesday is still on the main page of our site with blank times and locations.
Action: Jon will remove Whining Wednesday from the website.

6. Marketing & Communications

   a) <u>WebEx and other broadcasting technology</u>:

- Marion checked with Vancouver Island Technology Park and they do not rent meeting space. They use Cisco's WebEx and suggested we look at WebEx.
- Discussion followed on web technology.
- Presenting video of a speaker/event; or just slides and a speaker's voice are different. Problem at St. Ann's may have been mic location, camera not technology itself.
- Jon attended a Montreal chapter webinar and it was slides and a speaker's voice.
- For roundtable sessions like we had in November a conference call might work.
Action: Jon will check what Montreal uses for webinars.
Action: Bruce will check if ARMA conference line is restricted to board meetings.

b) ARMA Canada Discussion Forum - Jon
- This went live a couple weeks ago. There is a board specific forum and a member forum. Each Chapter Advisor moderates one of the four boards.
- ARMA International is going to link to the ARMA Canada discussion forum.
- We should post any questions/issues we have to the forum.

c) Marketing & Communications Update – Marion
- We have had 13,317 website hits; and 154 twitter follows.
- Invitation to the holiday social has been sent
- Annette also sent a December social invitation to ARMA Vancouver.
- Annette wondered if someone wanted to write a report on the structured data event to be posted to the Education page of our website.

7. Operations - Dave
a) Classification & Retention Schedules:
- There are still issues related to the Canadian Anti-Spam Law (CASL) and financials.
- In a couple months the schedule will be approved and then we can organize Synology.
- The group review process was really good and we should do it again.
- AABC was to discuss the schedule during a conference call this month, but carried that conversation over to their next meeting.
- Terrell asked about potential audience for ARMA VI's archival records. Dave described potential value of association records to the wider community.

ARMA/AABC:
There was a conversation with Jennifer Mohan regarding AABC's AGM and event planning.
Action: Ken to share notes from the meeting at Spinnakers on Synology.

4. Finance - Trevor
b) 2015 Year End Report:
- Summary of transactions July 1, 2014 to June 30, 2015 updated to include Nanaimo Event Centre ($400) and national conference expenses ($1,536.66).
- Total assets as at June 30, 2015 were $9,859.88.

c) 2015-16 Draft Budget
- Group went over the draft based on Trevor's review of actuals.
- Under Revenue: awards should be changed to grants and possibly revised to $500.
- Under Expenses: Regional Summit can be removed (this no longer happens); and Records Management should be revised to Equipment & Supplies.
- We need to decide what is an acceptable contingency or reserve and should be tracking programming expenses more closely.
- We should have a dedicated budget meeting.
Action: Trevor will post contingency question to the ARMA Canada Discussion Forum.
Action: Trevor will put a spreadsheet on Synology for event expense tracking.

d) Current Financials:
- Balance at October 31, 2015: $9,289.77 CDN and $2,604.28 USD.
- No transactions since October 31, 2015.
- Two cheques related to the St. Anne's event signed at the meeting:
  (1) $154.82 for Starbucks;
  (2) $51.79 for speaker travel costs.
- October EventBrite deposit: $1,756.09.

   - Trevor advises a certain amount of business through EventBrite requires reporting to
    the US government, but the threshold may be quite a bit higher than our activity.
   Action: Trevor will clarify if we need to report EventBrite activity.

  e) <u>Financial Review</u>:
   - Documents uploaded to Synology.
   Action: Terrell will review financials and report back at the next meeting.

7. Next Meeting

  Date: To be determined
  Location: To be determined

The meeting was adjourned at 6:45

Approved: February 25, 2016