



Thursday, October 20, 2016, 5:15 pm  
Save on Foods Memorial Centre / itgroove, 1925 Blanshard Street, Victoria

Present: Dave Young, Terrell Les Strange, Trevor Youdale, Bruce Norman Smith, Jon Weston, Jennifer Mohan, Marion Villines

Regrets: Stacie Barclay, Annette LaFave, Ken Oldenburger, Chance Dixon

### 1. Call to Order - Dave

- Agenda approved.
- Minutes from September 15, 2016 approved.

### 2. Old Business – Dave et al.

#### #1) Synology/Classification Cleanup:

- Looks more organized, but Dave is still working on cleanup.
- Discussion regarding metadata for photographs in Synology and as potential session.
- UVic Archives indicated willingness to accept transfer of archival records.
- Both boxes were retrieved from Access – one is with Dave; and one with Trevor.

**Action:** Trevor will do some research for an image metadata session.

#### #2) Chapter Operations Manual:

- Still deferred. Will do group review when new template ready.

### 3. Financials - Trevor

#### (a) Bank Statement:

- Balances as at September 30, 2016: \$10,422.52 CDN and \$4,118.02 USD.
- Cheque for \$339.54 PO Box, Corporate Registration Fee, speaker travel expenses.

#### (b) Treasurer's Reports:

##### 2016 Fiscal Year End

**Action:** Trevor to amend balance to June 30<sup>th</sup> closing balance; update totals.

**Action:** Trevor to prepare a detailed activity statement July 1, 2015 to June 30, 2016.

##### 2016/17 Budget

- A few small adjustments needed; and add a placeholder for joint conference.

**Action:** Trevor to revise awards to grant; itemize amounts listed under awards and donations; add conference placeholder; post to Synology for board review.

#### (c) Other Financial Business:

##### Signing Authorities

- Bank advised what the letter of direction needs to say. Dave and Terrell signed letter. Trevor to drop off letter; and Dave and Terrell will still need to visit bank.

**Action:** Trevor to drop off letter to the bank; and let Dave and Terrell know.

## 2. Old Business continued

### #7) Camosun Student Membership Subsidy

- Dave sent email; but Camosun wants a letter on ARMA VI letterhead.
- Dave shared the presentation he will give to students on November 1<sup>st</sup>.

**Action:** Dave to prepare and send letter to Camosun College.

### #14) Hootsuite

- Bruce has not signed up for Hootsuite yet; as there may be other tools.

### #18) Website Platform

- Bruce shared criteria sheet he developed for assessing website platforms.

**Action:** Bruce to sort the criteria sheet alphabetically and put deal breakers up top (or colour code); make final tweaks; and send out link to group for review.

### #19) Library

**Action:** Dave to order the new ISO 15489-1:2016.

### #20) 99 List

**Action:** Jon will take a look at the list.

### #21) Social Event

- There were only 5 or 6 responses to the bowling night, so had to cancel.
- In future we could send out more reminders; open events non-members, and friends and family of members.

### #24) New Societies Act

- Terrell will compare to bylaws for next meeting.

## 4. Membership – Jon.

Numbers about the same.

## 5. Programming - Dave

### Funding for chapters

**Action:** Dave to email Stephane Bourbonniere regarding the \$1,000 grant.

### AABC Joint Event

- Chance is Co-Chair; and Dave and Michael will serve on the committee.

### November Event

- Discussed having a half-day event on the new Information Management Act.
- It may not be possible for this to happen in November.

**Action:** Dave to call Alex Wright to discuss what would work best.

### Spring Nanaimo Event

- Will do something; with a follow up presentation by Sechelt as an anchor.

### Xmas Event

- University Club price point does not work; so we will choose a pub or restaurant instead.
- If the venue is large enough we could make a joint offer to SCRAP.

**Action:** Marion to contact Clive's and Veneto to check availability.

### Evening Sessions

- Dave suggested we schedule one hour, free evening session at the University. Could be workshops or facilitated discussions on shared drive cleanups or transitory records.

- Trevor has a presentation on shared drives and can cite projects over the years.
- There is research on transitory records that we might be able to access.

**Action:** Dave to book room.

**Action:** Trevor to prepare materials.

**Action:** Jennifer to check if SH would like to be part of a discussion on transitory records.

## 6. Partnership-building

- (a) InterPARES / Universities: not discussed.
- (b) AABC: not discussed.
- (c) SCRAP: we may invite SCRAP to our Xmas event.
- (d) Privacy, Public Sector, etc.: not discussed.

## 7. Marketing – Dave et al.

- (a) Website and Twitter Statistics: not discussed.
- (b) Location of “Consent” email address list:

**Action:** Jon to see if we can segregate permissions on Synology (to limit access to consents to marketing; and give Michael access to programming information only)

## 8. Other Business – Dave

### Education Conference Call

- Dave participated in an education conference call. Suggested during the call that ARMA Canada fill out the speakers list to indicate speakers they would recommend.
- ARMA Canada is standardizing event evaluation forms; and we should align our own evaluations with ARMA Canada's.

## 9. Next Meeting

Date: Thursday, November 17, 2017

Location: TBD

The meeting was adjourned at 7:41 p.m.

Approved November 17, 2016