



## ARMA Vancouver Island Board Meeting Minutes

Thursday, November 17, 2016, 5:30 pm  
Veneto Tapa Lounge, 1450 Douglas Street, Victoria

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

Regrets: Jennifer Mohan, Stacie Barclay, Annette LaFave

### 1. Call to Order - Dave

- a) Agenda approved.
- b) Minutes of the October 20, 2016 meeting were approved as circulated.
- c) No other business.

### 2. Old Business – Dave et al.

- #1) Synology/classification cleanup: Dave reported this is going fine, but still ongoing.
- #2) Chapter Operations Manual: Still deferred waiting updated ARMA Canada template.
- #6) Financial reports: Not yet complete.
- #7c) Camosun student membership subsidy: Letter sent; but membership not given out yet.
- #9) Signing authorities:
  - Letter of direction needed to be signed by Jon and Ken who were being removed.
  - Jon and Ken signed letter. Trevor will drop the letter off at the bank.
- #14) Hootsuite: Still deferred while Bruce looks at other tools.
- #17) Presentation to Camosun College office administration students:
  - Dave did a 45 minute presentation on ARMA.
  - It went well and one student has now signed up as a member.
  - Dave will put the slide deck on Synology.
- #18) New website platform:
  - Bruce finished editing the selection criteria spreadsheet and posted it to Synology.
  - Next step is to schedule a meeting to review platforms and fill out the spreadsheet.

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

**Action:** Dave will arrange a room at UVic.

**Motion:** It was moved by Bruce and seconded by Dave that ARMA VI provide pizza to website evaluators. Motion passed.
- #19) Order New ISO 15489-12016 for the Library:
  - Dave did not order the new ISO 15489-1:2016. Instead he will order the new Electronic Records as Documentary Evidence Standard when it becomes available in January 2017.
- #24) Draft a framework mapping bylaws to new Societies Act:
  - Terrell created a spreadsheet reviewing our current bylaws against the new Act, the ARMA International Model Bylaws, and ARMA Canada guidelines and examples. She also added comments to the draft bylaw Ken had marked-up with areas to be looked at.

**Action:** Ken and Terrell will meet to review the bylaws together.
- #25) Research for session on image metadata:
  - Trevor has collected some resources. Discussion around what we will do with the information and whether this could be used for a guided session.

- #26) Email Stephane Bourbonniere regarding \$1,000 grant:
- Dave emailed Stephane requesting the grant from ARMA Canada.
  - We need to carefully account for how we spend the money so we can report back.
- #27) Contact Alex Wright: not yet done.
- #28) Xmas Social Tuesday, December 13<sup>th</sup> at Veneto:
- SCRAP folks have been invited to join us. So far we have 13 attending.
- Action:** Marion to send out reminders.
- #29) Evening Workshop/Facilitated Discussion:
- Will be held in February, on a date to be determined, at UVic.
  - Topic will be organizing shared drives. Marion has done lots of work in this area.
  - Trevor will lead with Dave and Marion participating.
  - There will be no charge for members and consents.
- #30) Segregate Permissions on Synology:
- Jon did this. Michael will test whether he can access.

### 3. Financials - Trevor

- a) Bank Statement:
- Balances as at October 31, 2016: \$10,075.64 CDN and \$4,118.19 USD.
  - Only real change was cheque signed last month for \$339.54.
- b) Treasurer's Reports: See Old Business and Action Item #6.
- c) Other Financial Business: See Old Business and Action Item #9.

### 4. Membership – Jon.

- a) Numbers and new contacts: 40 members; 1 new member.
- Marion offered to take the new member to coffee.
- Action:** Dave to send email regarding coffee with Marion.
- b) Lapsed Members/99 Report: See action item #20.
- c) Other Membership Business: None.

### 5. Programming - Dave

- a) April 2017 Joint Conference with AABC
- A joint planning meeting will be held next week.
  - Chance is Co-Chair. Dave and Michael are on the committee.
  - There will be a call for proposals to be distributed to AABC and ARMA VI distribution lists.
  - Committee will determine the theme.

### 6. Partnership-building

- a) InterPARES / Universities: not discussed.
- b) AABC: not discussed.
- c) SCRAP: one or maybe two are coming to our Xmas party.
- d) Privacy, Public Sector, etc.: not discussed.

### 7. Marketing – Marion

- a) Website and Twitter Statistics: No stats.
- b) Other Marketing business: Discussion what web stats we would want.
- Dave suggested we get a baseline before we move to a new platform.
  - As part of the Website evaluation Bruce will find different website analytical tools.

## **8. Other Business**

None

## **9. Next Meeting**

Date: TBD

Location: TBD

The meeting was adjourned at 6:56 p.m.

Approved January 19, 2017