



## ARMA Vancouver Island Board Meeting Minutes

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Wednesday, March 22, 2017, 5:15 pm  
Veneto Tapa Lounge, 1450 Douglas Street, Victoria

Present: Dave Young, Trevor Youdale, Terrell Les Strange, Bruce Norman Smith, Chance Dixon,  
Ken Oldenburger, Marion Villines, Jennifer Mohan, Stacie Barclay, Michael Stevens

Absent: Annette LaFave, Jon Weston

### 1. Call to Order at 5:42 - Dave

- a) Agenda approved.
- b) Minutes of the February 23, 2017 meeting approved.
- c) Other business:
  - 5a) Donor logos.
  - 7b) Coverage for Marion in April.

### 2. Old Business

- #1) Synology: Treasurer and Secretary areas are up-to-date; Marion will do cleanup in May.
- #6) Financial Reports 2015/16: to be uploaded.
- #18) Website Platform Evaluation: will discuss next meeting when we have a boardroom.
- #23) Bylaws Draft Update:
  - Action**: Dave to follow up on status with ARMA International.
- #29) Organizing Shared Drive Session: done.
- #30) Order the *Records Management Glossary* for the library: done.
- #31) Email and ask the board who is going to national conference:
  - Stacie, Ken, Jennifer, and maybe Dave will attend.
  - Leadership grant usually goes to President Elect, but Terrell cannot attend.
  - Jennifer has not previously attended Leadership, so will get \$1,300 grant.
- #32) Email members regarding 2017/18 vacancies: not yet done.

### 3. Financials - Trevor

- a) Bank Statement: None; but balance close to last meeting.
- b) Treasurer's Report: None.
- c) Other Financial business: None.

### 4. Membership

- a) Numbers & New Contacts – None.
- b) Lapsed Members/99 Report – None.
- c) Other Membership Business: Marion will advise Jon of emails that are not working.

### 5. Programming – Michael, Chance, Jennifer, Dave

- a) April 2017 Joint Conference with AABC:
  - Sponsors are coming in and folks are starting to register.

- Yates Street Taphouse will take 70 for the social. We need to be seated by 5:30.
- There is \$100 in budget to buy snacks.

**Action:** Dave to email Annette about tweeting the event.

- Jennifer requested to put sponsor logos on website: approved.

**Action:** Jennifer to contact Bruce. Chance will provide logos.

b) Program Meeting on March 16, 2017:

- Susan Hart and Ken Oldenburger will present on Transitory Records on April 5<sup>th</sup> at University of Victoria Library, at 7:00 p.m.
- Conference April.
- AGM in May.
- Social event for Board in June.
- St. Ann's talk on the *IMA* in September.
- Lunch and learn in November.
- XMas social.

c) St. Ann's Talk about *Information Management Act*:

- Alex Wright advised the Strategic Planning Branch could give a 1 hour presentation.

**Action:** Trevor to contact St. Ann's to see what days are bookable in September.

- Dave advised ARMA Canada will be offering Chapters the use of *Go to Webinar* at no cost.
- ARMA Canada will develop procedures.
- We will need a good webcam and microphone.

## 6. Partnership Building - All

- Nothing.

## 7. Marketing

- a) Website Development: Bruce will make a video about the new website.
- b) Marion will be unable to send out emails leading up to the conference in April.

**Action:** Bruce will back up.

## 8. Other Business

- Nothing.

## 9. Next Meeting

Date: Thursday, April 20, 2017.

Location: To be determined.

Adjourned: 6:45

Approved April 19, 2017