



## ARMA Vancouver Island Board Meeting Minutes

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Wednesday, July 19 2017, 5:15 pm  
Swans, Victoria

Present: Dave Young, Terrell Les Strange, Ken Oldenburger,  
Marion Villines, Jennifer Mohan, Peter Brophy, Chance Dixon, Stacie Barclay

Absent: Trevor Youdale, Annette LaFave, Jon Weston, Bruce Norman Smith

### 1. Call to Order at 5:25 - Terrell

- a) Agenda approved.
- b) Minutes of the June 22, 2017 meeting approved with a minor correction

### 2. Old Business

- a) Draft AGM minutes approved for posting to website; to be approved at next AGM.
- b) Bylaws approved by ARMA Int'l; need to be filed at Corporate Registry  
**Action:** Terrell to forward checklist of transition action items to Trevor.

### 3. Financials

- a) June bank statement presented to be filed in Synology:
  - CDN \$5,272.30
  - CDN \$5,057.60
  - US \$4,818.15
- b) No Treasurer report
- c) Rec'd AABC cheque for \$5,059.90 as conference receipts (not reflected in above statements).
- d) 2017/18 Budget; Finance Committee to be formed:  
(Trevor Youdale, Terrell Les Strange, Jennifer Mohan, Peter Brophy) to draft budget for Boards approval.

### 4. Membership

- a) b) Current membership is at 43, down from previous. Some members not renewing.  
**Action:** Dave to draft email message for non-renewing members, distribute to Board for review.
- c) Membership Survey  
**Action:** Terrell to distribute draft questions to Board  
**Action:** Marion to establish final version on a web-based survey tool (i.e. Surveymonkey)

### 5. Programming – Ken et al.

- a) Committee membership: Ken, Chance, Jennifer, Michael, Terrell
- b) Planning Update - The September 2017 Vendor Price Sheet was approved
- c) Nanaimo event budget and planning

- a. Budget approved with changes. Estimated attendance is 40; estimated profit is \$1,000.
- b. Communications timeline was approved.

**Action:** Marion to circulate an email to encourage carpooling both from Campbell River and Victoria to the Nanaimo event. Also investigate the existence/use of a web-based carpooling tool.

**Action:** Programming Committee to meet in August to confirm details.

- d) North Island Presentation – Ken has been in contact with Andrea (Comox Valley Regional District) who is sending out a questionnaire to local contact to determine what subject matter they would like a presentation on. Jon Weston has offered an RM 101 presentation as an example. We will wait for questionnaire results to inform planning.
- e) Terrell has drafted a membership survey directed at programming ideas (see 4.c)

## 6. Partnership Building

- a) **Action:** ARMA – Jennifer to touch base with ARMA Vancouver to establish a plan for hosting a social event during next year's regional conference in Vancouver.
- b) Other – no information

## 7. Marketing – Marion/Bruce

- a) Website – are we now on the new platform? Website needs immediate updating of content and eventual re-design. What is the effect of the ARMA Canada initiative (Jon Weston is team leader)?
- b) Hootsuite signup – no information.
- c) SWAG – Marion produced a list of potential SWAG item and prices. Need to incorporate this into the Budget development process.

**Action:** Marion to follow-up with Jon on banner acquisition.

**Action:** Terrell to follow-up with Bruce on website content update.

## 8. Other Business

Email addresses – shift of position requires shift of role-based email addresses. Does the role-based email have an automatic forwarding ability? Terrell distributed a sheet to clarify preferred email address.

## 9. Next Meeting

Date: September 7<sup>th</sup>, 2017

Location: To be determined.

Adjourned: 6:40 p.m.

Approved September 7, 2017