



ARMA Vancouver Island Board Meeting Minutes

Wednesday, June 22, 5:15 pm
itgroove, 1925 Blanshard Street, Victoria

Present: Bruce Norman Smith, Dave Young, Trevor Youdale, Terrell Les Strange, Stacie Barclay, Ken Oldenburger, Marion Villines, Chance Dixon, Annette LaFave (via Skype)

Absent: Jon Weston, Jennifer Mohan

1. Call to Order at 5:22 - Bruce

- Agenda approved.
- Minutes from April 7, 2016 approved.
- Minutes from AGM forwarded to Board; will be approved at next AGM.

2. ARMA 2016 Conference – Stacie/Dave/Ken

(a) Leadership

- ARMA Canada a discussion paper proposing new chapter structure to Leadership participants a few days before the conference. There was a brainstorming session at Leadership, but next steps were not discussed.
Action: ARMA VI will draft a response letter.
- For the “brag bag” Dave spoke about the success of the GRS event--that we bumped our usual number of attendees from 40 to 120 and got to keep the proceeds. The four best pitches gave a 10-15 presentation. ARMA VI won the \$250 cheque for best pitch.
- ARMA International’s new CEO attended and said upgrading ARMA’s website is a priority. However, it is so integrated it will take a lot of work.

(b) Sessions

- The content at the conference was very impressive; some better than others.
- Ken and Stacie gave a presentation on implementing a scanning project which received rave reviews.

(c) Connections

- Good connections were made with other western chapters and we will be doing things more collaboratively. There are plans to get together in Calgary in October to discuss doing another regional summit. Vancouver will be organizing that meeting.
- The Vancouver chapter librarian advised they receive \$250 from ARMA for books.
Action: Trevor will ask the librarian how to go about receiving that grant.
- ARMA VI mugs were given to Presidents from ARMA Canada, UK, and Vancouver.
- Vancouver hosted a pub night for BC and Yukon folks.

Stacie suggested we try to make connections with MISA (the Municipal Information Systems Association); incorporate more information governance into what we are doing; and sponsor a few memberships (perhaps with proceeds from a shred-athon).

3. Finance - Trevor

- (a) Bank Report: Balance as at June 22, 2016 is \$18,324.
- (b) Nanaimo conference:

Revenue: \$5,299 deposit from Eventbrite and a \$475 cheque + vendors
Expenses: \$2,953.40 to Ken for VICC expenses

Outstanding payables total \$5,150.16:

\$2,953.40 for Nanaimo expenses

\$ 112.00 for Internet hosting

\$ 84.76 to Bruce for AGM expenses

\$2,000.00 for Ken and Stacie to attend leadership (\$1,000 each)

(c) **Action:** Trevor will prepare a year-end report after June 30th.

4. Membership – Ken

(a) Membership has gone down from 40 to 37.

(b) **Action:** Jon to follow up with lapsed members; noting Dave's email re one member deceased.

(c) Trevor advised that the Chief Records Officer position is now official. We would still like to sponsor a membership for the CRO.

5. Programming

[See ARMA 2016 Conference]

6. Partnership-building

- Dave received an email from AABC regarding holding a joint event in the Spring. He replied that we would be interested, but hasn't heard anything else yet.

7. Marketing – Annette

- Website traffic almost 17,000 hits

- Twitter 175 followers

- There have been some difficulties signing in and editing the website. Annette and Jon are discussing another website venue.

- Nanaimo Conference survey results:

- 23 surveys returned; 7 new consents received.

- Overall we received good marks. Annette will send around the results.

- Marion asked about presentation of awards. ARMA will send awards to us and we will need to determine how to present. Terrell asked about 5 and 10 year pins.

Action: Dave to indicate award winners on the Chapter Board Update form.

8. Next Meeting

Date: July 13, 2016

Location: itgroove, Save on Foods Memorial Centre

The meeting was adjourned at 7:10 pm

Approved July 13, 2016