



## ARMA Vancouver Island Board Meeting Minutes

Wednesday, July 13, 5:15 pm

Save on Foods Memorial Centre / itgroove, 1925 Blanshard Street, Victoria

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

Absent: Trevor Youdale, Stacie Barclay, Jon Weston, Annette LaFave, Jennifer Mohan

### 1. Call to Order at - Dave

- Agenda approved.
- Minutes from June 22, 2016 approved.

**Action:** Ken to order 5 and 10 year pins, per discussion from previous meeting.

### 2. Old Business - Dave

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

- Dave has distributed a document that outlines the suggested reorganization of the electronic folders. Board should review the "proposed" column in the first worksheet and fill in the blanks. Dave does not know what the items in red are. Ken will take the lead as he may be most familiar with the content. This is a paper exercise only, but will provide guidance for the migration to the new organization.

**Action:** Ken to review the spreadsheet this week; team to review before next meeting.

#### #2) Chapter Operations Manual:

- Dave will send out a notice for another open session to work on this as a group.
- Ken advises ARMA Canada is working on an update of the template.

**Action:** Ken to find out what ARMA Canada is doing with the template – defer work on our own until their direction is clear.

#### #3) Discussion Paper Draft Feedback:

- Dave has distributed the draft response letter to ARMA Canada's Discussion Paper.
- A couple board members have comments. Comments should be sent to Dave offline and he will forward them to the group if necessary. A vote will not be necessary.

**Action:** Board to send comments to Dave.

#### #4) Ask Vancouver Librarian How to Receive Book Funding:

- Vancouver pays for all books from their own budget; there are no grants.

#### #5) Submit Request for Award Certificates:

- Draft Chapter Update form circulated for review by the board. Certificates for Chapter Leader and Chapter Member of the Year will be requested with the update.
- Dave was pleased to inform Michael that he is being awarded Member of the Year.

#### #6) Year-End Financial Report:

- Trevor advises the report will be complete in July and submitted at the next meeting.

#### #7) Subsidy of Membership Fees:

- Annette and Stacie have both suggested we subsidize a membership. Board thinks this is good idea. Some chapters subsidize students. Dave's preference is that we allow either

Camosun College or UBC SLAIS select a student to receive the subsidized membership

- The recipient of the subsidized membership should reside on Vancouver Island.
- Jon has been involved with the Camosun program; but we are not certain of the current state of the program.

**Action:** Chance to contact Camosun/Jon regarding the Camosun program.

- We had previously approved offering the new government Corporate Records Officer a membership. Trevor was to determine proper channels.

**Action:** Dave to follow up with Trevor.

### 3. Financials

(a) Bank Statement:

- Treasurer not in attendance; but forwarded Bank Statement dated June 30, 2016.
- Balances as at June 30, 2016: \$9,533.66 CDN and \$3,741.88 USD.

(b) Treasurer's Report: See Old Business #6.

(c) Other Financial Business:

- Signing authorities require updating. Trevor Youdale to retain signing authority. Dave Young and Terrell Les Strange to be given signing authority. Jon Weston and Ken Oldenburger to be removed from signing authority.

**Action:** Trevor to coordinate update of signing authorities.

- President and Marketing email accounts also require redirection.

**Action:** Jon to change generic email accounts as required.

### 4. Membership – Ken

(a) Numbers: There are 37 members; unchanged from last month.

(b) Lapsed Members/99 report: There are two people on the 99 list.

(c) Other membership business:

- Dave had coffee with a perspective new member; and thinks it would be good to do this on an ongoing basis.

### 5. Programming - Dave

- Lack of programming person is a problem. We need someone to represent us in activities such as talking with AABC and meeting with the western chapters in October. That person does not necessarily have to be a board member.

**Action:** Dave will send email to members advising we are seeking a volunteer to chair a programming committee.

### 6. Partnership-building

(a) InterPARES / Universities – not discussed.

(b) AABC is looking to set up a conference call to discuss broad parameters of a joint conference in April 2017

(c) SCRAP – not discussed.

(d) Privacy, Public Sector, etc.

- Ken is gathering information on other events we should be aware such as the Privacy and Security Conference February 8 and 9<sup>th</sup>. Ken will forward once complete.

## 7. Marketing

(a) Website and Twitter Statistics: 17,270 website hits and 175 Twitter followers.

(b) Other Marketing business: We will send out new bios before next meeting.

**Action:** Marion to send out last year's bios; Directors to update for distribution.

(c) Webmaster duties:

- Bruce will take on website duties, website statistics, and LinkedIn.

- Bruce's title will be Social Media Director. He will take on the technical role while others prepare content.

**Action:** Dave to approach Annette regarding content/Twitter.

- We would like more web statistics such as unique visitors and web page analytics. We would also like a members only section. We should investigate Hootsuite.

**Action:** Bruce to investigate Hootsuite.

## 8. Other Business - Dave

(a) Library acquisitions:

- There is no grant money; and ARMA Canada Conference no longer has book sales.

- Discussion around how to determine what to purchase -- standards, certification study materials, books suggested by members. The current collection likely needs weeding.

**Action:** Dave to email members asking for library recommendations and donations.

- We cannot offer a tax receipt because we are not a registered charity.

(b) ARMA VI Listserv:

- UVic may be able to host a listserv for us; however it would be too hard to maintain and we now have the ARMA Canada Forums. We do need to publicize the forums.

**Action:** Bruce will do something to publicize the forums.

(c) Update to ARMA HQ – See Old Business #5.

## 9. Next Meeting

Date: Thursday, September 15, 2016

Location: Save on Foods Memorial Centre, itgroove

The meeting was adjourned at 6:39 p.m.

Approved September 15, 2016