

ARMA - VICTORIA AND VANCOUVER CHAPTER

JOINT MEETING MINUTES

DATE: Dec 6th 2008

TIME: approx 11:30 am to 1:30 pm

LOCATION: BC Ferries business room

CITY: Georgia Straight, B.C.

Present: **Vancouver Board:**
Sandie Bradley, Canadian Region Representative
Sandra Dunkin, Web Mistress
Dierdre Bradshaw, President
Diane Heitmann, Secretary
Barb Neuman, Treasurer
Sophie Loehrich, Membership
Alan Doyle, Vice president
Lili Wong, Programs
Anne Rathbone, Blog
Vancouver Island Board:
Emily Shrimpton (President)
Jon Weston (President-Elect and Webmaster)
Ken Oldenburger (Past-President)
Terrell Les Strange (Member at Large)
Leonora Casey (Member at Large)

Regrets: **Vancouver Board:**
Linda Tommasini, President
Tricia Daum, Education
Thierry Leger, Publicity and Promotions
Pierrette Hodnett, Librarian
Yau Min Chong, Programs
Sharon Byrch, Web Mistress
Vancouver Island Board:
Jim Phillips (Treasurer)
Ann Cummings (Secretary)

Action items:

- Action item: Alan to recruit 2 from Calgary and 1 or 2 from Vanc. Island.
- Action item: need to book rooms by the end of January for Sept. 16th 17th 18th of Sept is the decided on days - is mid month is Sept.
- Action item: look into the KLO orchard. Great amenities, great history.

- Action item: Dierdre - call Ivan Sanders to find out what sort of things they are looking for in a 2012 conference in terms of costs, etc.
- Action item: Emily: they will take on finding out the dates available from the conference center.
- Action item: Patricia to forward the script to the Victoria Island board.
- Action item: push via the conference and bookstore.

Wining about records:

- Joint program with Victoria, Calgary and Vancouver chapter
- Alan was in touch with Calgary board - agreed to a fall 2009 timeframe in the Rockies. She would like to plug in ASAP after the meeting.
- Brainstorming for events
- Want to make sure we don't conflict with ARMA international in Florida - we would be a good West Coast substitute.
- Suggest we make sure we don't overlap on recent discussion subject matters.
- Thinking about an at least 2 to 3 day conference.
- Wine tour
- Golf tournament
- Okanagan is best venue bet because it's a great midpoint
- Pick on broad theme of interest to everyone. - implementing digital content management systems. Have work sessions, do case studies and do some vendor demonstrations, also add sustainability.
- Alan: we should find out what the interest of Calgary is. Thinking of sustainability.
- Note: people are desperate for basic records management training.
- Jon: basic training package they just did; also had higher than expected demand. - 4 hour training class.
- Can it be expanded? What modules?
 - o Ran through why records management
 - o What's a record
 - o Why a classification system
 - o How to do labels
 - o How to set up files
 - o Touched on email
 - o Has a flowchart process for keeping email disposition.
 - o Legislation side
 - o Case study on projects
 - o Implemented a panel at the end.
 - o They struggled to put it down to 4 hours, should be easy to expand.
 - o VCC class review - missing policies, retention class schedule, security and then we should have all the basics.

- Resources/location: past place suggestion - Ramada, rooms could hold 20 to 50 people depending on the section. Quite a few hotels in the same areas that are cheaper nearby. Is quite close to the airport 20 minutes.
- Ann can contact a Ramada conference person she knows. Ann is willing to sit on the subcommittee. Need at least 2 from Vancouver, action item: Alan to recruit 2 from Calgary and 1 or 2 from Vanc. Island.
- Jon is on the board
- Jon able to get to Vancouver at times.
- Barb: how do we put budget together? Looks like we will have to spend some of this years budget for next year's program

Subcommittee members:

From Vancouver chapter: Barb and Ann

From Vancouver island chapter: Jon

From Calgary: TBD

Need to make sure we have the time commitment for this.

Do we know how many people we expect? Calgary has 300 members, many oil patch people. Sandie estimates 150 - 200 people. Vancouver Island has 30'ish members. Vancouver has approx. 150 members.

Suggestion: we should market to Seattle, low Canadian dollar right now. Bellingham meetings.

We should optimistically allow for 200 people.

Action item: need to book rooms by the end of January for Sept. 16th 17th 18th of Sept is the decided on days - is mid month in Sept.

Action item: look into the KLO orchard. Great amenities, great history.

Vigi Gurushanta (correct: vigi.gurushanta@imergeconsult.com) from AIIM is the trainer that did electronic records masters. He would be a very big draw.

Brainstorming presenters:

- Stuart Rennie (Stuart_Rennie@telus.net) excellent lawyer.
- Sandie Bradley and Patricia Daum.
- Possible to get EDRMS implementation staff from City of Vancouver.
- Sophie will have her pilot up and running by March.
- Laurie Carpenter - Disney Head RM.

- Marland Grove (Marland.Grove@gov.bc.ca) - head of the BC records management for the provincial government. He's a good speaker and in touch with what is going on.
- Might want to think about a big name attraction to get publicity and high speaker fees. Example: Jessie Wilkinson.
- Administrator for West Bank First Nations was at the UBC event. - Need to look up her name: possibly Kimberly Boehr.
- Alan and Dierdre volunteered for the social committee.

What's a reasonable cost? 4 days in past has been \$695. 3 days - probably \$300 to \$400 range. Early birds at \$250 maybe?

Do a budget with attendee fees plus sponsors.

First Nations initiatives looking at gap building - could tap into the first nations public service initiative - they have funding they are looking to use.

Offering a good basic RIM program, they would probably be into that.

Are we going to earmark money right now for US to work with? - is it necessary? Conference calls need to be booked by end of January.

We need to try and get sponsors to offset the price. Do we want to have an expo? Yes. Getting local vendor support for vendors in Calgary.

Local storage facilities - one of the biggest facilities in Kelowna.

List of vendors they've been contacted by in Kelowna could help.

About hosting the Canada conference in 2012:

Conference center in Victoria is now world class - decent sized. And it won't be as expensive as Vancouver.

Action item: Dierdre - call Ivan Sanders to find out what sort of things they are looking for in a 2012 conference in terms of costs, etc.

Ken: they were being approached for doing a Victoria conference in 2012, they could be a shoe-in if it's appropriate.

Action item: Emily: they will take on finding out the dates available from the conference center.

We need to be aware that Vancouver chapter will be depended on for volunteers.

This is a commitment that will affect future boards.

Chapters will have to work out a sharing arrangement to split the funds together.

Need to know if Ivan has a model for it.

Traditionally this will be in the spring.

We can review the PowerPoint's from PEI, Saskatchewan, and Calgary previous presentations.

Need a PowerPoint with Tricia to help with presentation with 2012 bid.
Bribes: t-shirts? Chocolates? Tea? Rogers's chocolates - Vanc. Island chapter has an in with them. Local beer with the foam insulator with an ARMA. Double chocolate porter.

Subcommittee to address these items for the conference:
Vancouver chapter:

Vancouver Island:

Emily to contact tourism Victoria to get a package describing tourism information for a 2012 bid.

From sea to sea/coast to coast, etc "nation united in records", from coast to coast. Latin name?

Suggest that each chapter brainstorm some items and then we share those documents to get the PowerPoint done.

DVD by Patricia

Discussion on what Patricia is doing: producing a DVD to replace "buried alive".

Brought script - reviewing with Vancouver Island chapter.

Action item: Patricia to forward the script to the Victoria Island board.

Action item: push via the conference and bookstore.

Leadership training in Las Vegas:

This will be available in the future on the "My ARMA" site.