

ARMA VI Minutes
Annual General Meeting
June 17, 2010
James Bay Inn, 270 Government Street, Victoria

Attendees:

Jon Weston
Leonora Casey
Jim Phillips
Emily Pike
Pearl Wilton
Alexandra (Sandy) Bradley
Ann Cummings

Meeting called to order 5:00 p.m.

1. **MOTION** to approve last month's minutes made by Jon, **seconded** by Emily.

2. Treasurer's report –The balance as at today's date is approximately \$3,000 with several outstanding payables.

Wednesday's session raised \$525.00 with approximately \$400.00 in expenses, netting a profit of approximately \$100.00.

Jon asked for a motion of partial reimbursement of costs for himself and Emily for attending the Canadian Conference. Canadian Regional provided a \$1000 grant for Jon and Emily to attend the Canadian Conference. Ann made the **MOTION** for a \$400 reimbursement to both Jon and Emily. **Seconded** by Leonora. All agreed.

Sandy said that leadership training grants are available every quarter with two being allocated per region. She said that the chapter needs to remember to apply for these quarterly.

Jon provided an update on the demo/presentation by Fred Wydman on the Giftool software. This software is available to all chapters at no charge. Giftool is being used for the Whining about Records conference. The ARMA Canada account can be used until individual chapter accounts are set up.

Ann **MOTIONED** that we cancel our account with Karilo and use Giftool. All agreed.

3. Program Planning – 2012 Canadian Regional Conference:

Legal counsel is reviewing the tentative contract with the Nanaimo Conference Centre. All looks positive at this point.

Emily and Jon looked for ideas and input while in London. Some ideas for the 2012 conference are

- a booth at next year's conference marketing Vancouver Island, featuring Nanaimo products, e.g., Paradise Island cheeses
- using the E&N rail for transport between Victoria and Nanaimo
- inviting a First Nations leader to open the conference with a prayer
- draws for small give-aways at next year'

Emily will look for additional ideas to promote 2012.

- Wine-ing about Records: Registration will open on Monday. The cost is \$535.00. Several social events are planned: "glass tasting", orchard tour, and golf.

Speakers are confirmed and Jon will be a speaker.

The keynote speaker is not finalized yet but may be either Mark Latimeau or Jessie Wilkins. Speaker funds have been pooled to make \$500 available for the keynote speaker.

There are 2 free registrations per chapter. The new chapter president will be using one, as Jon is going as a speaker, the other is not allocated. A list of tasks for volunteers is being sent out shortly.

The event is also being marketed by the Great Northwest Region (Seattle and area). An email announcement will go out shortly to all chapter members.

- Sharepoint 2010 - was held at the Ambrosia on Wednesday, June 16th. The event was well received. Jon suggested that the event could be held again in the fall but market it to the IT community. Leonora suggested that there is a need to do a marketing plan for each future event. The vendor asked for the email addresses of participants so they could do a follow-up. Sandy suggested this is not an appropriate use of the contact information. As evaluations weren't done, it was suggested that an email follow-up be done by the chapter to ask whether contact information can be forwarded to the vendor. As well, a question about what additional sessions the participants would like to attend would be helpful for future event planning. Jon's discussions at the Canadian conference indicated that we should have charged more.

4. Marketing: Tabled.

5. Membership: Tabled.

6. Partnership: Jon met with Shannon Tait, instructor at Camosun College on June 14th. Camosun has a 3-credit course as part of their Business program. Jon will be a guest speaker in the Fall. Sandy suggested polling ARMA members for mentors for the students.

ARMA brochures will be part of the Camosun student packages.

There has been no response to our meeting request from Vancouver Island University.

7. Education: ARMA London – Emily and Jon provided a summary report of the conference highlights. Sandy commented that one of the questions posed to attendees was around why people participate in organizations such as ARMA. This was in an attempt to understand how to market ARMA. The feedback pointed towards the ability to get together with others and discuss topics of mutual interest.
8. Communication. The blog needs to be updated as it hasn't been done in some time. The website needs to have the more recent minutes added. Sandy mentioned that Canadian Region needs to have copies of the minutes as well.
9. Other –Jon was looking into records classifications and retention schedules for ARMA records. Leonora responded that Calgary has implemented. Sandy asked about Chapter archives with a need for an archives custodian. She also mentioned that ARMA Canada is interested in setting up a central repository.

Media contact spreadsheet still needs work. Emily volunteered to take it on and complete it.

Jon closing remarks included conversation around the planning of future events, including 2012. Interest has been expressed from within the AABC membership to do another joint conference. Leonora will talk to Linda Nobrega and Jim will talk to Lara Wilson at UVIC. A suggestion was that a symposium of digital records, tentatively scheduled for next spring would be good timing. SLAIC may also be interested in a joint venture. Sandy suggested that Vicki xxxxxx of SLAIC would be a good speaker.

Another suggestion was to provide an opportunity to AABC to participate in the 2012 conference.

Jon summarized the year as being successful with the upIsland presentation focused on the Island rather than Victoria. He indicated that some of the non-board members should be canvassed to take on some of the smaller jobs to get involvement and free up the board members. Net membership has increased over the past year. Jon stated it was a good year and a lot of fun and a good job done by all.

Election of Officers:

Jon nominated Emily Pike for President. There were no other nominees. Emily accepted the position of President.

Leonora will stay on as Treasurer.

Ann will stay on as Secretary.

10. Next meeting – Next meeting scheduled for Thursday July 15, 5:00. Location to be determined.

Meeting adjourned 7:30.