



ARMA Vancouver Island Board Meeting Minutes

Thursday November 22, 2012, 5:00 pm
548 Michigan Street

Present: Leonora Casey, Ken Oldenburger (Secretary), Emily Pike (Past President via skype), Jon Weston (President), Pearl Wilton (Treasurer)

Absent: Stacie Barclay, Ann Cummings, Nancy More, Vivian-Grace Ostan (Vice-Secretary), Jim Phillips

Call to Order

Agenda approved with some items added. Minutes of October reviewed and approved.

Board Educational Presentations

None

Finance

Treasurer report: Bank Balance \$12,182.73. \$80 expense for the presentation outstanding.

Pearl: Income Tax return for HST recovery. Still in progress.

Pearl: US Bank Account Fees/Charges: We lost about \$40 in exchange fees last year. We can have two accounts (Canadian and American) that are linked in order to manage the US funds sent to us by ARMA Intl. The American account is no-fee and no interest. Action: Pearl will [MSC] Open an American account with Island Savings and [MSC] Move \$5000 to a Canadian premium savings account with Island Savings.

Action: Ken and Jon will review the 2012 financial report. In the future, we can set up a small committee with one board member and two non-board members to review the yearend financial report.

Program Reports and Planning

Ken: Generally Acceptable Recordkeeping Principles presentation: 12 or 14 people. It was good, but we should have had more folks out.

Marketing

Annette has put together a list of potential advertising sources. Adding a calendar event to Times Colonist is free as is the CivicInfo.

Action: Annette will talk to Douglas Magazine about possibly publishing an article or series of articles.

Action: Annette and Jon will look/talk to ARMA Intl. and ARMA Calgary for either canned articles or the possibility of reprinting or summarizing Information Journal or Calgary articles.

Action: Jim needs to talk to Chamber of Commerce for a source of advertising or business calendar or presenting at a mixer. JIM!!!

Membership

39 Members + 2 099

Partnerships

ARMA Vancouver: Recognition Event for Sandie Bradley

Education

Jon talked to Port Alberni – They would like to have a full day paid event. Action: Jon will continue to pursue.

Discussion of Rob Botterell (solicitor) as a potential speaker. Action: Jon will get us some more info.

ARMA Vancouver: The Principles 1/2 –day event hosted by Bradley/Carlisle. They are talking March/April. Action: Jon will talk to Donna Sedlar about bringing Diane Carlisle over. Perhaps we could have this in Nanaimo. We may combine it with First Nations to make it a full day. April would then be better for FN budgets.

Leonora: Elizabeth Denham – the PR person is looking for a bit more of a communication plan in order to get bums in seats. We are looking at the middle of March. Action: Leonora and Annette will work on a communication plan.

Ken: Compliance and Regulations. We are going to drop this one for now.

Other

Annette: Website & Twitter: ARMA Edmonton is now following us on Twitter.

Action: Pearl, Leonora and John Bolton will work on the procedures.

Vacant board positions are becoming more of a concern. Vice-President and Treasurer are pressing. Action: Ken will talk to Sharon Froud and Jon will talk to Terrell Les Strange.

Next meeting

Time: Monday, December 17, 2012, 5:00 pm

Location: Jon will check with Four Mile pub. Pearl will check with a Japanese Restaurant to see if they have a room and wifi. Jon will inform the members of this meeting. Otherwise, back at 548 Michigan.