



## ARMA Vancouver Island Board Meeting Minutes

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Thursday, April 7, 2016, 5:15 pm  
Café Veneto, 1450 Douglas Street, Victoria

Present: Bruce Norman Smith, Trevor Youdale, Terrell Les Strange, Ken Oldenburger,  
Chance Dixon, Jon Weston, Annette LaFave (via Skype)

Absent: Dave Young, Stacie Barclay, Marion Villines, Jim Phillips

### 1. Call to Order at 5:25 - Bruce

- Minutes from February 25, 2016 approved.

### 2. Membership – Jon

- Member count is up again. We currently have around 40 members.
- Jon got an email regarding member communications we may be able to use.
- Trevor sent an email to Alex regarding the Chief Records Officer, but has not heard back.

### 3. Communications – Annette

- Website traffic 15,526
- Twitter up two followers
- Annette suggested we put more original content on our website and asked if there was someone who could convert notes from the structured databases session for posting to the website. Ken advised no notes were taken; and it would not really have been practical as it was a dynamic conversation. General discussion on how this might be done in future.
- Annette reminded group to bring surveys and swag to the Nanaimo conference.

**Action:** Program Directors to print and bring surveys for handout. Ken to bring mugs.  
Terrell and Trevor will check if they have pens and brochures.

### 4. Awards

Group discussed potential nominees for Chapter Leader and Chapter Member awards.

**Action:** Board to send their nominees to Bruce.

### 5. Education and Programming – Ken

#### Nanaimo Conference:

- File It has provided another vendor sponsorship (\$150).
- Ricoh Canada is sending a substitute speaker.
- Microsoft speaker cannot travel to Nanaimo. Discussion whether to find substitute or have John present via Skype. We will stick with John but need to work out details. The system can be tested over lunch break since John is presenting last. We would prefer to be able to see both the speaker and the presentation. Jon can man computer and let John know if there are any questions if necessary.
- Mugs will be speaker gifts. Chance has two prints for speakers who already have mugs.
- Board would support reasonable costs for audio visual equipment.

**Action:** Ken and Stacie will connect with the VICC to see what a/v equipment is available.

**Action:** Bruce will connect with John regarding how he will present.

**Action:** Trevor will see if he can borrow a projector.

**Action:** Annette will email a reminder that the deadline for registration is coming and include information on what has changed in the agenda.

**Action:** Annette will update the agenda posted on our website.

**Action:** Bruce will forward Annette notes on the changes.

## 6. Succession Planning & Nominations – Bruce/Terrell

- Terrell is still willing to put her name forward for President Elect, but wondered if anyone else was interested.

- Marketing Director ends her second two year term this year.

- Treasurer and Secretary both end their second two year terms next year.

- Annette would like continue as Member at Large and assist the next Marketing Director.

- Ken advised assistance will be needed with programming.

**Action:** Bruce will contact member regarding interest in joining board.

**Action:** Annette will see if her suggested successor is interested.

**Action:** Ken to contact potential nominees regarding programming committee.

**Action:** Terrell will draft vacancy announcement.

## 7. Finance - Trevor

**Eventbrite:** We just need to fill in a form saying we are Canadian and IRS does not apply.

**Bank Report:** Current balances are good.

- Since last meeting \$400 cheque from Ricoh deposited.

- March 31, 2016 Bank Statement: \$9,296.05 CDN and \$3,357.86 USD.

- Ken advised the plan was to convert USD\$ funds to CDN\$ once our dollar dropped in value.

**Action:** Trevor will discuss USD\$ conversion with Dave Young

**Financial Review:** Terrell completed her review and sent a report to Trevor and Bruce.

- Terrell reported financial health is good.

- She suggested we assist the Treasurer with preparation of more complete reports by

(a) holding the AGM closer to fiscal year-end;

(b) treating “year-end” like a business and asking for receipts to be submitted/processed prior to Treasurer’s preparation of the year-end financial statements;

(c) reviewing how to better support bylaws provisions such as review and sign off the year-end financial statements prior to the AGM.

- Bruce advised this aligns with previous discussions regarding reporting.

- Terrell suggested if the AGM reports is more complete it may remove the need to prepare a second report after year-end. If necessary the report can include accruals.

- General discussion regarding holding the AGM prior to the national conference and the bylaws. Earlier AGM was largely so we could send new directors to leadership. With succession planning and a President Elect in place a later AGM may not be an issue.

**Action:** Board to determine the 2017 AGM date at the January 2017 board meeting.

- Terrell suggested we review bylaws and see if we can modify if necessary. She advised we should be looking at them anyway as societies will be required to align their bylaws with the new *Societies Act* before “transitioning” to the new act.

- Ken made a motion to accept Terrell’s financial review. Jon seconded. Approved.

## **8. Next Meeting**

Date: AGM, Thursday, May 12, 2016 at 6:00 p.m.

Location: Four Mile Brew Pub Restaurant

The meeting was adjourned at 6:45 p.m.

Approved June 22, 2016