



ARMA Vancouver Island Annual General Meeting Minutes

Thursday May 23, 2013, 5:00 pm
4 Mile Pub

Present: Chance Dixon, Pearl Wilton, Stacie Barclay, Nancy More, Ken Oldenburger, Jon Weston, Annette LaFave, Alyssa Meiner, Vivian-Grace Ostan, Trevor Youdale

Absent: Sharon Froud, Jim Phillips, Emily Pike, Ann Cummings, Terrell Les Strange

Call to Order

Agenda approved. Minutes of April approved.

Board Educational Presentations

No comments.

Finance

Pearl Wilton provided an update on ARMA VI's Finances:

Pearl received a ~\$300.00 cheque from Jon Weston for the Nanaimo event. ARMA VI requires a tracking system for each event we host.

Action Trevor: To report on each event, how much we made and costs and to maintain a spreadsheet with the information. Event Brite tracks will track this information for us, as it takes in the money, subtracts the fees, and deposits the money into our account.

Pearl electronically sent the AGM budget information to Jon and Ken. Some things that need to be completed after an AGM:

- Contact the post office for letter of authorization;
- Update signing authority with Island Savings;
- Contact ACCESS Records storage facility as to who will have access authority;
- BC Registry Society annual report;
- E-mail link on the website needs to be changed to the new Treasurer;
- All positions on the website need to be changed.

Treasurer report: Bank Balance ~\$11,780 plus some outstanding cheques in and out:

Treasurers Report dated May 23, 2013							
2013-03-31		TOTAL (CAD)		11,499.40	Previous Balance		
2013-03-31		TOTAL (USD)		280.02	Previous Balance		
2013-04-30		Credit Interest		0.11		interest	
2013-04-30		Bank Service Fee	-6.00			bank charges	
2013-04-30		Chequing Account Statement Balance		6,493.51			
2013-04-30		Savings Account Statement Balance		5,000.00	no transactions		
2013-04-30		TOTAL (CAD)		11,493.51	Bank Statement balance		
2013-05-23	114	Jon Weston	-1,450.09		Reimbursement for venue costs - Nanaimo May 13, 2013	event cost	to be signed at AGM
as of May 23/13		TOTAL (CAD)		10,043.42	as of May 23/13		
2013-04-30		Deposit US Cheque		140.00	ARMA Intl Cheq 28752	membership	
2013-04-30		Interest		0.01		interest	
2013-03-31		US\$ Savings Account Statement Balance		420.03	Bank Statement balance		
2013-05-23		Deposit US Cheque		140.00	ARMA Intl Cheq 28884	membership	deposited May 22/13
as of May 23/13		TOTAL (USD)		560.03			

Program Reports and Planning

Nanaimo Event

About 30 people attended the Nanaimo event, mostly local government and ARMA non-members. Some expressed they wanted more from the talk and panel.

Feedback on venue:

The Nanaimo Conference proved to be a great venue. The staff was easy to work with and the location met our needs. We will look at using them in the future and will inquire about off-season rates.

Feedback on advertisement:

Announcements were sent out through Civic Info, although perhaps some people missed out as too much information gets sent out from them. For future events, announcements/ads on LinkedIn would be a good way to invite people and then connect with them when they attend.

Suggestions for future events:

ARMA VI to offer a presentation on the same context at the same time of year. ARMA VI to offer presentations throughout the year.

Denham Event:

The presentation by Elizabeth Denham went well, but in terms of costs, ARMA VI just broke even, or very close to breaking even. Ms. Denham enjoyed speaking to the audience in the intimate setting. People in attendance include ARMA members and non-members, as well as some members of the media.

Feedback on venue:

ARMA VI was impressed with the event and set-up. St. Ann's Academy was a good environment and St. Ann's enjoyed having ARMA and Ms. Denham there.

Follow-up with OIPC office:

The OIPC office has get-togethers 4 times a year, such as lunch 'n learns. Ms. Denham has invited ARMA VI members to attend. Contact Jon Weston if you would like your name on the list.

Action: Let ARMA members know about the OIPC offerings.

Suggestions for future events:

Try to expand our target audience for events by offering other price options, such as by donation, student price, etc.

Marketing

Annette LaFave provided a summary of ARMA VI's marketing details.

Marketing Options:

1. Emails to media contacts

Annette will be drawing up an email to send media contacts re: who we are and what we are about. In contacting media outlets, the hope is that we're available to answer any records related questions for them. We will need a list of members who are willing to respond to the records related questions as they come up. Annette will compile a list of interested members and draw up the email with the bios.

Action to Members: Send Annette an email if you are interested in having your name on the list. Include a short bio/description about who you are and what you can offer.

2. Surveys

At the end of ARMA VI presentations/events, have a short survey available for attendees to fill out.

Action: Create a survey response sheet.

Create a short survey for non-members who attended the Nanaimo and Denham events.

Action Trevor: To provide sample evaluation forms from Information Access Operations branch.

Action Annette: To create an email survey with questions such as, "what do you want to see, what programs would you like to see offered?". There should be 5-10 open ended questions.

3. Victoria Chamber of Commerce

ARMA VI will look at having a table at the Victoria Chamber of Commerce's marketing events.

ARMA VI is currently not a member of VCC so they would not advertise our events. Perhaps a member could attend a VCC mixer.

Action Jon: contact VCC to attend their mixes.

4. Other conferences/organizations

ARMA VI will look at contacting MISA, UBCM, LGMA, and the Law Society and perhaps getting a table at one of their events or presenting a session.

Annette posted on the ARMA VI website the SharePoint Records Management Seattle event, held by the Northwest Washington Chapters.

Action Alyssa: to see if ARMA VI can have sessions accredited towards the Law Society's continuing education law program. Ask the local bar association to put on the session. Look into CRM credits and the people who deliver presentations to maintain their accreditation.

Suggestions for future workshops/presentations:

- Stacie Barclay to offer a SharePoint presentation.
- Digitization, possibly a demo by RICOH and involve Archives BC.

Action Jon: contact the Vancouver RICOH representative.

- Look into asking Consult IG, based in Chicago, to speak about the topic of bringing your own devices to work. Consult IG wrote an article features in the IM magazine.
- Project management workshop. Ask Darryl to focus on records management. Dale Christensen is the project management person on the island. ARMA VI will need to check into local resources.

Action Ken: review sample write up for organizations such as Business Examiner.

5. Social Media

ARMA VI Twitter account has had 7 tweets and 42 followers. Dataspace UK is a new follower.

6. Swag

Look into getting ARMA VI pins and pens.

Action Annette: To see which companies make pins and pens and to enquire about pricing.

Action Jon: To look into Pinsville.

Membership

- 2 people on 99 list in area, not chapter
- membership dropped to 36

New board member positions:

Marketing Director.

Program Director. The Program Director takes over tasks that the vice-president takes on and will provide leadership on specific programs and projects and how to move forward.

Vacant position:

Incoming President

Membership Director

Board members for 2013-2014

President – Ken Oldenburger

Treasurer – Trevor Youdale

Secretary – Vivian Grace Ostan

Vice-Secretary – Jon Weston

Marketing Director – Annette LaFave

Program Director – Alyssa Meiner and Chance Dixon, in a shared position.

Action All Board Members: Send updated info/profile to Annette LaFave for website.

Action Ken/Vivian Grace: Update ARMA International with details.

Partnerships

No comments.

Education

No comments.

Communication

Ken Oldenburger provided the following:

ARMA VI to provide program planning for next year, to repeat the Nanaimo event at the same venue during the same time of year. At the end of Fall, an event will be held in Victoria on a completely different topic. Provide more lunch 'n learns (fall/spring) and brainstorming ideas (fall/spring). Plan events, find events, find venues, and post advertisements with the OIPC office.

Suggestion for future events:

- Building relationships with IT

Annette LaFave showed us ARMA VI's contribution to the silent auction for the ARMA International Education Fund. The silent auction is being held at the 2013 ARMA Canada Conference in Saskatoon, SK. ARMA VI is giving locally made ceramic plates from an artist on Pender Island. With the plates, we will include a map of Pender Island, Victoria, and Canada so that the person who wins them can see where they were made in relation to the whole of Canada.

Action Jon – To look for maps of Pender Island, Victoria, and Canada.

Other

Future meeting times will change to 5:15pm to accommodate board members who are coming from afar. ARMA VI will look for different locations to hold monthly meetings.

Action Annette - look into different locations on the Peninsula

Next meeting

Time: June 20, 2013 @5:15 pm

Location: CRD office, 625 Fisgard Street, left side door OR District of Saanich Municipal Hall, 770 Vernon Avenue.