

February 20, 2007

Attendees: Ken Oldenburger
Jim Phillips
Emily Pike - guest
Ann Cummings

Regrets: Randy Jacobsen, Catherine Wayne

Meeting called to order 5:00 p.m. (1483 Douglas Street)

1. Motion by Ken to accept the Minutes of January, seconded by Jim.
2. Treasurer's Report – Jim presented a detailed report outlining the finances for the past year. Motion by Ken to accept the Treasurer's report, seconded by Ann.

Ken will submit the grant application for the leadership conference.

Ken is working on the bylaws, however the US standards template does not match the Canadian structure; some amending is necessary before the first redraft can be submitted in mid-March.

3. Program Planning – deferred to Thursday March 1st as Deb was not able to attend tonight's meetings.

Possible vendors and interest groups: **Ken** has left messages with Belfour; Jim has communicated with Richard Gordon of Access; Jim will also contact Smead. Emily spoke with Michael O'Shea, he is likely not available so alternate speakers are needed. EPIC does not appear to be interested in participating. UVIC will send brochures as a handout. Emily will also check with Camosun.

4. Marketing - Newsletter – **Catherine** is editing the newsletter. Final conference agenda is needed before the newsletter can be sent out.

SPORG Training - **Ken** will show **Randy** how to use SPORG for the purposes of maintaining the contact list.

5. Membership & Contact list: Jim will contact VIHA.
6. Website – Emily will send out a request to our ARMA membership for a webmaster. The request will also be posted in the newsletter. Jim will check whether SPORG is a web host. Emily will check for available domain names, eg. ARMA VI.ca.
7. Items still TABLED from previous meeting:
 - Building a value statement and mission statement.
 - Quarterly networking sessions
8. Next meeting – March 1, 5:00 p.m. Location to be determined.
Meeting adjourned 6:55 p.m.