

ARMA VI Minutes
Board of Directors Meeting
February 4, 2010
548 Michigan, Victoria

Attendees:

Emily Shrimpton
Jon Weston
Leonora Casey
Jim Phillips
Ann Cummings

Meeting called to order 5:00 p.m.

1. Motion to accept minutes of January 14, 2010 meeting was made by Jim, seconded by Jon.

- new agenda item added – Reviewing ARMA’s records

2. Treasurer’s report – Jim sent the account spreadsheet to Leonora today. The balance as at December 31, 2009 was 2,397.10 with some outstanding deposits to be made.

3. Program Planning – 2012 Canadian Regional Conference:

The contract is being prepared for the Victoria Conference Centre and the Empress as these were the successful proponents.

- Wine-ing about Records: Coloured logo is now available for advertising purposes and Jon will start setting up the webpage.

A possible keynote speaker is Steve Neally, Emily is working on this. Anne Rathbone sent out a list of questions via email. These were discussed and our response formulated.

- Local Government follow-up presentation: The price quotes were \$630.00 The Grand; \$692.90 Coast Bastion Inn; \$665.00 Nanaimo Conference Centre.

Jon motioned that we go with the conference centre because they successfully hosted our previous event and attendees would be familiar with it. Seconded by Ann. Jon will book the conference for February 26th at the Nanaimo Conference Centre. Event to begin at 10:00 and end at 2:30 including coffee and lunch. Event is being sponsored (\$400.00) by MCS.

The agenda would include:

Intro and networking - Jon

FOI – David Young

LGMA classification schedules - Ken Oldenburger

Lunch and networking break
Records system implementation - Jon
Disaster recovery and restoration - Paolo Sebellin of MCS Vancouver

4. Marketing: Tabled.
5. Membership: Tabled.
6. Partnership: Jon sent an introductory email to VIU and Camosun. VIU responded saying they have a 1 credit segment in their program. Jon will offer to speak if they're interested.
7. Education: ARMA London – Leonora is attending; Emily is considering attending, and Jon will attend if there is sponsorship by ARMA Canada.
8. Communication (website): Media contact list needs to be completed. Emily will send out 10 names to each person in order to help build the contact list with names and their roles.
9. Other – AGM – planning for June, no date determined.

ARMA VI records – Jon has consolidated most of them. Ann to provide minutes and electronic versions of the presentations.

Waiting on more information about the Sharepoint 2010 presentation.

10. Next meeting – March 4th.

Meeting adjourned 6:15.