



Thursday, September 12, 2013, 5:30 pm  
CRD (625 Fisgard, Left side entrance)

Present: Ken Oldenburger, Chance Dixon, Annette LaFave, Terrell Les Strange, Alyssa Meiner, Nancy More, Jim Phillips, Trevor Youdale

Absent: Stacie Barclay, Leonora Casey, Sharon Froud, Vivian-Grace Ostan, Jon Weston

### **1. Call to Order – Ken Oldenburger**

- a) Agenda—approved.
- b) August minutes—amendments:
  - Item 3.a) the June 30, 2013 balance was US dollar \$1,154.74, Canadian \$11, 573.29 and Savings \$5,000; the pens were \$315.86.
  - Item 3.b) Jon was reimbursed for Nanaimo expenses

### **2. Board Educational Minute**

- a) None

### **3. Financials – Trevor Youdale**

- a) Bank Report as of August 31, 2013: US \$1154.79, Canadian \$9026.43
- b) The last Nanaimo event is in the past now. Planning for the next one in spring 2014.
  - Estimate costs for room, food, drink for about 30 people
  - Increase spread between member and non-member registrations; i.e., \$80 members, \$100 non-members
- c) Budget template discussed. Trevor working on spreadsheets covering data such as cheque register, actuals, ongoing summary.

### **4. Membership**

- a) Report forwarded from Sharon Froud indicated 38 members
  - Idea about celebrating John Bolton, a member for 26 years
  - No lapsed members

### **5. Programming – Chance Dixon and Alyssa Meiner**

Discussed under 3.b), Laurel Point venue with projector \$1,126, 22 people. Lunch and learns. Alyssa reported estimated costs and the Board discussed registration charges.

- a) September 25 event
  - last-minute arrangements were discussed.
  - An announcement should be made about the parking at the venue (Laurel Point Inn).

**ACTION:** Jim phone Ann Cummings about use of projector, deliver to Chance by 11:30 am, make sure of connector cables.

b) Postcard

- Draft version has been done
- Calendar of events on it, mail to members and hand out at events.
- Around \$50
- Try to increase memberships through the events this year
- Like a metric on what works

c) 10<sup>th</sup> Anniversary Party Dec. 9

- Speakers discussed were: Alex Wright, Gordon Houston (legal issues), Art Bellis (vendor)
- Concept is “Future of records management”
- Option to have afternoon program (no lunch) followed by appetizers
- 12:30 registration, 1 pm start to 4:30 appies/cocktails, 5:15 speakers, presentations, ten-yr history
- Ten year history: Vivian-Grace was going to go through past minutes, Terrell interested in taking it on
  - Records will move to Synology tool
  - There is an official retention schedule for ARMA

d) Ideas for Nanaimo

- do a vendors time, possible vendor Collabware;
- Looking for dates in April, especially 7<sup>th</sup> or 14<sup>th</sup>

Alyssa Meiner left the meeting at 6:37 p.m.

## 6. Partnerhsips

AABC and ACA reciprocal meetings

## 7. Marketing –Annette LaFave

a) Pamphlet

- updates required
- Existing rack card

**ACTION:** Annette contact Leonora about rack card.

b) Survey summary

- As submitted (written report from Annette). At the end of the meeting, the Board moved, seconded and carried a motion to shred the survey data entry sheets.

c) Survey Draw: draw was made and Annette will send the prize to the winner by Expresspost (tracked mail).

d) Website/Social media

- Number of accumulated visits to the website; 57 Twitter followers; events have been published in calendars: BC Events, Harbour Living, Victoria News and Victoria Times-Colonist
- Column written by Annette on records management published in the Business Examiner—also available on ARMA VI website

**ACTION:** Everybody, send your most valuable tips on records management to Annette

#### **8. Vendor Relationships**

Nothing to report.

#### **9. Secretary Position**

Terrell Les Strange was declared Secretary.

#### **10. ARMA VI Files**

- a) 10 year history: Terrell Les Strange volunteered for this project
- b) Clean up electronic files
  - Eliminate duplicates and transitory documents (“someone” can...)

**ACTION:** Trevor give Chance the drive, she will load data to Synology.

#### **11. Western Regional Summit September 28 & 29**

- a) Blank cheque for Jon & Ken (~\$200/person, handle travel costs later)
  - By consensus, the Board authorized that Jon and Ken be provided with a blank cheque for summit accommodations and other summit costs (but not travel costs).
- b) Items to discuss/review at Summit: possibly, vendor relationships

#### **12. Adapt Chapter procedures**

Not discussed.

#### **13. Next meeting**

Date: Thursday, October 10, 2013

Time: 5:15 pm

Location: CRD, 625 Fisgard Street