



## ARMA Vancouver Island Board Meeting Minutes

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Thursday, February 25, 2016, 5:15 pm  
itgroove, 1925 Blanshard Street, Victoria

Present: Bruce Norman Smith, Trevor Youdale, Dave Young, Terrell Les Strange, Jon Weston, Ken Oldenburger, Marion Villines, Michael Stevens, Lorraine Burke

Absent: Stacie Barclay, Annette LaFave, Chance Dixon, Jim Phillips

### 1. Call to Order - Bruce

- a) Introductions
- b) Minutes from November 26, 2015: Ken motion to approve; Dave seconded. Approved.
- c) Secretary was absent from the January 21, 2016 meeting and no minutes were taken.  
**Action:** Bruce to transcribe his notes.

### 2. Membership – Jon

- a) Current numbers: Jon did not look up numbers, but reported there are a few new ones. There are also lapsed board members that Jon will follow up with.
- c) International has amped up the annual membership campaign. Discussion how many persons we know who might be good candidates to receive information from ARMA.

- Trevor advised the government has filled the position of Chief Records Officer and suggested we offer a complimentary membership. Board is in favour if the complementary membership if it is accepted by the Chief Records Officer. Dave suggested we also give them a mug.

**Action:** Trevor to chat with Alex Wright about how/when to do this.

### 3. Communications – Marion

- a) 14,665 website hits; up 615 from last month.
- b) 165 Twitter followers; up 4.
- c) Jon uploaded consent forms to Synology and Annette has sent out event invitations.

### 4. Awards - Bruce

- a) We should start thinking about who we want to nominate for awards this year - board and member nominees.
- b) Trevor recently checked PO Box to follow up on ARMA Canada inquiry regarding a cheque from Ricoh, and found Chance's award certificate.
- c) Terrell asked if the recipient of last year's speaker or member award was ever told about the award. Terrell volunteered to look back in the minutes.

**Action:** All board to consider who they might want to nominate this year.

### 5. Education and Programming – Ken

- a) Land Titles Survey Authority tour was very good.
- b) Nanaimo Conference:
  - Agenda has been developed:
  - Bruce will be MC between speakers.
  - Ken to facilitate session where we ask about issues and problems around e-records.
  - Dave to lead a discussion on differences between current and draft CGSB standard.

- After the break Sunshine Coast Regional District presentation.
- Lunch then Ricoh on document chaos. Ricoh will sponsor a table and sponsor the calories and caffeine afterward.
- Day will end with Microsoft speaker talking about new Canadian data centres.
- Approved: \$100 member; \$125 non-member registration fee.
- Discussion on potential discounts: returning attendee, friend, student, early bird.
- Ken will send letters to potential sponsors.
- Notifications with biographical information will be sent out soon.

**Action:** Jon to look at different options in EventBrite for offering registration discounts.

c) March Government Records Services Event:

- There was another meeting with Roxanne and Jennifer, but there isn't the time or brain power to put this together. Presentation on the new Information Management Act has been shelved for now.
- Discussion around asking David Loukidelis to speak about his report to government. Dave would like to hear about his personal journey through its production and what records managers can take from the report.

**Action:** Dave and Bruce to draft a letter under Bruce's signature inviting Mr. Loukidelis to speak.

**Action:** Ken to approach Roxanne and Jennifer to see if we can use St. Ann's Academy in late March or early April.

d) Scanning Standard CGSB 72.34 Book Club:

- The standard took two nights to get through.
- Seven attended the first night; and four the second.
- There was a good discussion, but no official note taker. So no product came out of it.
- This session will feed into the Nanaimo session on the scanning standard.
- Stacie was a part of the first night and asked if we could do an implications evening.

**Action:** Dave to ask Annette to send out a note asking if folks are interested.

- Marion suggested with so many events this week, there may have been a bit of fatigue and that we try and avoid that in future.

e) Social Event: Marion needs to let Clive's know if there will be more than 10 people.

## 6. AGM

- a) We will publicize that the AGM will start at 6 p.m. on May 12<sup>th</sup>. The later start will make it easier for folks to get there in time. We could publicize that socializing starts at 5:30.

**Action:** Chance to advise if 4 Mile has been booked and if so, at what time.

## 7. Finance - Trevor

a) Special Finance Planning Meeting:

- Dave, Bruce and Trevor got together to discuss finance in general, including: Event budgets to help with knowledge transfer from year to year; Tracking of yearly activities to help anticipate regular chapter tasks 2 months in advance; Year-end and mid-year financial reports.
- Trevor put a July to June calendar in Synology that will be a working document that will evolve. Ken advised the ARMA Canada calendar information should be put into it.
- As we run events we will record budgeting information. Trevor found a Microsoft budgeting template which he put on Synology and created a Nanaimo document. It is there for people to use and try out.

- b) No bank report.
- c) Internal financial review: Trevor and Terrell to meet next week.  
**Action:** Terrell to complete before next meeting.

## 8. Other Business

- a) ARMA Canada Conference:
  - Dave will attend and has applied for the leadership grant.
  - Ken has applied for grants and to volunteer.
  - Stacie is also planning to attend.
  - \$3,000 budgeted for those who attend leadership.**Action:** Discussion to be continued.
- b) Classification Manual:
  - Updates were made to the financial management section.
  - Category for Canadian Anti-Spam Legislation (CASL) records were not added, as Dave felt they were covered elsewhere.**Action:** Board to review and Dave will ask for approval at next meeting.

## 9. Next Meeting

Date: To be determined

Location: To be determined

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

Approved: April 7, 2016