



ARMA Vancouver Island Board Meeting Minutes

Thursday, January 19, 2017, 5:15 pm
Atrium Building, 800 Blanshard Street, Victoria

Present: Dave Young, Trevor Youdale, Terrell Les Strange, Ken Oldenburger, Chance Dixon,
Marion Villines

Absent: Bruce Norman Smith, Stacie Barclay, Annette LaFave, Jon Weston, Jennifer Mohan

1. Call to Order - Dave

- a) Agenda approved.
- b) Minutes of the November 17, 2016 meeting were approved as circulated.
- c) Other business: Dave presented Chance her Chapter Leader 2013/14 certificate.

2. Old Business

#9) Signing Authority:

- Trevor registered for online registry services, updated directors, and submitted an updated list of directors to the bank.

Action: Trevor will check with the bank the next steps for updating the authorities.

#18) Website: It is good that real share-able documentation is being produced around the evaluation and decision.

#23) Bylaws: Ken and Terrell have reviewed the bylaws against the requirements of the new Societies Act; ARMA International model bylaws; BC Society Act model bylaws; and examples from other Chapters.

Action: Terrell and Ken will review section on Elections/Nominations and circulate draft.

- The draft revision will need to be reviewed by ARMA International; and then approved by ARMA VI members at the AGM before filing with BC Registries Online Services.

#27) Presentation IMA: We need a programming meeting to decide when a presentation on the new *Information Management Act* might be appropriate.

#29) Organizing Shared Drives: Session will be held at UVic the evening of February 22nd.

Action: Dave to talk to Jon about setting up Eventbrite and posting on website.

Action: Marion to send out email.

#1b) Synology: Cleanup ongoing.

#2) Chapter Operations Manual: Still deferred.

#19) New CGSB Standard: New standard forthcoming. Will order for the library when ready.

- There is a new ISO 15489. Comparison of the differences between the old and new version of ISO 15489 would be a good subject for a presentation.

3. Financials - Trevor

a) Bank Statement:

- Balances as at December 31, 2016: \$10,062.59 CDN and \$4,249.04 USD.
- Only real change was for membership deposits from ARMA International.

b) Treasurer's Report: Calendar year-end statement and updated budget submitted.

c) Other Financial Business: Cheques signed for website meeting and Xmas party expenses.

4. Membership

- Camosun has advised the name of the student who will receive the membership; ARMA International will invoice ARMA VI directly. Dave suggested the new student look at our website to see if there is someone she would like to go to coffee with. This might be a good approach for inviting other new members for coffee.

5. Programming

a) April 2017 Joint Conference with AABC

- UVic was selected as the venue for the joint conference with AABC.
- Multiple rooms will be reserved if there are multiple streams.
- A workshop on records management 101 will be held in the library.
- Metadata and archives, and privacy were also discussed as topics.
- Would be good if we could see the RM 101 content ahead of time.
- February 3rd is the deadline for proposals.

b) St. Ann's Talk about IMA: See Old Business #27.

6. Partnership Building

- Nothing.

7. Marketing

a) Website Development: See Old Business #18.

8. Other Business

- Nothing

9. Next Meeting

Date: Thursday, February 23, 2017

Location: TBD

Adjourned: 6:15 p.m.

Approved February 23, 2017