



ARMA Vancouver Island Board Meeting Minutes

Thursday, June 22, 2017, 6:00 pm
Chez Mohan, Victoria

Present: Dave Young, Terrell Les Strange, Bruce Norman Smith, Ken Oldenburger, Jon Weston, Marion Villines, Jennifer Mohan, Peter Brophy

Absent: Trevor Youdale, Chance Dixon, Stacie Barclay, Annette LaFave

1. Call to Order at 6:30 - Dave

- a) Agenda approved.
- b) Minutes of the April 19, 2017 meeting approved.

2. Old Business

- #1) Synology: cleanup is ongoing.
- #29) Shared Drive Session: done.

Leadership Conference

- Leadership was very good and included information on task forces that are looking into:
 - 1) Website: a website that can be used to create chapter sub-sites.
 - 2) Event coordinator: event coordination services for chapters.
 - 3) Content management tool: synology-type equivalent for smaller chapters.
 - 4) Vendor sponsorships: coordination so ARMA Canada and chapters aren't both approaching the same vendors.
 - 5) Communication: ways for chapters to communicate between leadership meetings.
- ARMA VI was a runner up for brag bag. Calgary won with a presentation on web seminars.

ARMA Canada Conference

- The conference app was great, but a contact for app issues and ability to access handouts directly from the app would have been helpful.

3. Financials

No report.

4. Membership

No report.

5. Programming – Ken et al.

- Ken, Chance, and Michael Stevens met to start planning next year's program.
- Ken presented a draft program schedule dated June 20, 2017 for discussion.
- Group provided feedback on session content, titles, and themes. Suggestions included a session on software procurement or RFPs. Jennifer provided alternate speaker suggestions; and suggested a call for speakers.
- A programming budget needs to be developed.

- Strategic Policy and Planning will provide a presenter on the *Information Management Act*

with one person from Government Records Service.

Action: Trevor to look into room availability in November for *IMA* presentation.

- A new North Island member has volunteered to provide a facility if we provide speakers; and has requested a list of potential topics and timing.

Action: Ken to follow up.

- Access Records has offered to host a tour of the Access facility. There is usually quite a bit of interest in tours, so it is possible there may be more interest than capacity.

Action: Jon to investigate whether Eventbrite can handle a waiting list.

Action: Marion to contact Gail Gordon.

- Instead of a session on vital records, Marland Grove will present on photo metadata.

Other action items:

Action: Ken to set up meeting to discuss spring full day event within the next two weeks.

Action: Ken to send the board info on the suggested IG speaker's session and availability.

Action: Jennifer to send other IG topics/speaker info to Ken.

6. Partnership Building

- Nothing.

7. Marketing

a) SWAG:

- Marion looked into sandwich boards and banners; and items such as flash drives that could be given as event door prizes.

- Jon advises that ARMA Canada is looking into banners.

- A budget is needed.

Action: Jon to follow up with folks that are creating banners for ARMA Canada.

Action: Marion to draft a proposal presenting SWAG options/costs.

8. Other Business

- Nothing.

9. Next Meeting

Date: To be determined.

Location: To be determined.

Adjourned: 8:00 p.m.

Approved July 19, 2017