



## ARMA Vancouver Island Board Meeting Minutes

Thursday, September 15, 2016 5:15 pm  
Save on Foods Memorial Centre / itgroove, 1925 Blanshard Street, Victoria

Present: Dave Young, Terrell Les Strange, Trevor Youdale, Bruce Norman Smith, Jennifer Mohan, Kate Chandler, Peter Brophy

Regrets: Stacie Barclay, Jon Weston, Annette LaFave, Ken Oldenburger, Chance Dixon, Marion Villines

### 1. Call to Order - Dave

- Agenda approved.
- Minutes from July 13, 2016 approved.

### 3. Financials - Trevor

(a) Bank Statement:

- Not much change since last meeting.
- Balances as at August 31, 2016: \$10,428.95 CDN and \$3,912.00 USD.

(b) Treasurer's Report: not yet prepared.

**Action:** Trevor will prepare year-end report ASAP.

(c) Other Financial Business:

- Draft budget submitted prior to AGM has not been reviewed.
- Signing authorities not yet updated. Bank requires two current signatories to send a "Letter of Direction" before they can be updated. After that all signatories will need to attend the bank together to provide signatures. Per previous meeting new signatories were to be Dave, Trevor, Terrell; and Ken and Jon were to be removed.

**Action:** Board to review budget at next meeting.

**Action:** Trevor to coordinate letter to the bank.

### 2. Old Business – Dave et al.

#1) Synology/Classification Cleanup:

- Ken has mapped the new structure; and Dave is happy to move the documents.
- Discussion regarding having an institution act as ARMA VI's archival repository.

**Action:** Dave will follow up with UVic regarding archival records; and track down the second box of records at ACCESS.

#2) Chapter Operations Manual:

- This is a big project and Dave would like it to be a group activity.
- Ken is determining if there will be an update to ARMA Canada's base template.

**Action:** Work deferred until direction on new template received.

#3) Discussion Paper Draft Feedback:

- Dave shared the response from ARMA Canada.
- The response stated that in early September ARMA Canada plans to communicate to Chapter Leaders the take-aways from leadership. The email also stated that ARMA Canada agrees ARMA VI is not "broken" and ARMA VI could really help other chapters to become just as successful.

#4) Chapter Update Form to HQ: Complete.

#6) Year End Financial Report & Draft Budget: See 3. Financials above.

#7) Subsidy of Membership Fees:

- Chance forwarded correspondence to Camosun College Office Administration program.
- Camosun thanked us; and suggested offering the membership to a recent grad with top grades. The course runs September to December, so award would be given December.
- They also wanted to know if it would be a reoccurring award; and if someone could speak for 30 minutes. Dave and Trevor volunteered to speak.
- Dave would like the school to pick the recipient; but it should be someone who intends stay on Vancouver Island and work in RIM.
- We will register the student so they would need to agree to release of their information.

**Action:** Dave will respond to Camosun that the intent is an annual gift dependent on funds; with Camosun to make the choice of who will receive the award.

**Action:** Dave will speak at Camosun.

- Trevor received no response regarding complimentary membership for new CRO.
- This might not be the right approach; so we will park this,
- Discussed pursuing having the CRO speak instead; possibly at the ARMA/AABC Event.

#8) Order 5 and 10 year pins: Dave has some pins.

#9) Coordinate Update of Signing Authorities: See 3. Financials above.

#10) Change generic email accounts: Complete.

#11) Email members re: Programming Committee Chair:

- Dave did this and Michael Stevens has volunteered; but is not available October.

#12) Update Board bios for distribution: Complete.

#13) Contact Annette regarding Twitter: Bruce will handle Twitter.

#14) Investigate Hootsuite:

- Bruce has investigated and determined we can get a limited free account.
- We can use it to strategically plan the marketing of our events.

**Action:** Bruce to sign us up for Hootsuite.

**Action:** Bruce to look for website platform that has email.

**Action:** Bruce to bring to next board meeting a template for picking the website platform.

- We will then set up a special meeting to review website platforms.

#15) Email members re: library recommendations/donations:

- Dave received a number of suggestions; and no offers of donations.
- Many suggested acquisition of standards.

**Action:** Dave to order the new ISO 15489-1:2016.

#16) Publicize ARMA Canada Forums on website:

**Action:** Carried forward until Bruce gets a tour of the current site from Jon.

#### 4. Membership – Dave et al.

(a) Numbers & New Contacts: Numbers not reported. There are potential new members.

(b) Lapsed Members/99 report: There were local names on the 99 list that should be followed up.

(c) Other membership business:

- Discussed circulating or publishing a membership list (with members permission).
- Dave suggested we plan more social events.

**Action:** Jon to follow up with those appearing on the 99 list.

**Action:** Dave to send an email to Michael regarding setting up social events.

## 5. Programming - Dave

### AABC

- Dave has corresponded with Scott Owens of AABC regarding the joint event.
- AABC will strike a committee next week. Chance has volunteered to serve on that committee and Dave Young will volunteer Michael and himself. Jennifer also volunteered to contribute.

### Whining About Records

- At the national conference in Halifax there was a discussion of doing a Whining about Records in Kelowna. Ellie Kim from the Vancouver Chapter will be looking into setting up a meeting in Calgary for reps from different chapters.

## 6. Partnership-building - Jennifer

(a) InterPARES / Universities: not discussed.

(b) AABC: Jennifer advised that AABC is hosting a free Digital Preservation lecture at St. Ann's on October 27<sup>th</sup> at 10:30.

(c) SCRAP: not discussed.

(d) Privacy, Public Sector, etc.: not discussed.

## 7. Marketing – Dave & Bruce

(a) Website and Twitter Statistics: not discussed.

(b) Location of "Consent" email address list:

- Concern not clear; but we should ensure Synology is limited to only current board members if the list is to be stored in Synology.

**Action:** Jon to update Synology password.

(c) Other marketing business:

- For website updates cc Jon and Annette until the new website is up.

## 8. Other Business – Terrell & Dave

### Changes Required for Societies Act

- Terrell advised the new act comes into effect November 2016.
- After the new Act comes into effect societies will have 2 years to file a Transition Application. Before filing we must ensure our Constitution and Bylaws align with the new Act. If we do need to amend our Bylaws we will need to obtain approval of our members at the next AGM as well as ARMA approval.
- We need to ensure our filings with the Corporate Registry are up-to-date before the current act is rescinded.

**Action:** Dave to confirm with Trevor that he has done the annual filing.

- Terrell volunteered to take the lead on aligning our Bylaws with the new Societies Act.

**Action:** Terrell will draft a framework comparing section by section our Bylaws with new Act.

### ARMA International Education Foundation Donation

- Email request received for donations for the auction at the ARMA International conference.
- Ken could provide more background on this.
- We should discuss when we review the draft budget.

## **9. Next Meeting**

Date: Thursday, October 20, 2016

Location: Save on Foods Memorial Centre, itgroove

The meeting was adjourned at 7:15 p.m.

Approved October 20, 2016