

April 5, 2007

Attendees:

Ken Oldenburger
Jim Phillips
Randy Jacobsen
Ann Cummings

Regrets: Catherine Wayne, Deb McClintick

Meeting called to order 5:00 p.m. (1483 Douglas Street)

1. Motion by Ken to accept the Minutes of February, seconded by Jim.
Treasurer's Report – Not available due to a power outage at the bank at the time Jim visited the bank. Full report will be available next meeting.

2. Leadership Grant and National Conference fees
 - Grant request for \$400.00 was accepted, waiting for the final approval.
 - Hotel and flight costs are \$1139.36; Ken is volunteering in lieu of paying conference fees.
 - Randy **Motioned** that the chapter cover Ken's full hotel and flight costs. **Seconded** by Ann. No objections. Jim will provide Ken with a cheque to cover these expenses.

3. Program Planning:
 - Speakers – Denis Protti confirmed
Karanne Lambton confirmed
Sandra Bradley confirmed
Brenda Collins confirmed
Brenda Collins to confirm whether Tower will present a case study.
 - Biographies and presentation titles are needed immediately from all speakers.
 - Tower will provide \$2500 towards the conference and will cover their speaker's expenses as per the agreement entered into with Tower.
 - Due to her regional role, Sandra Bradley's expenses will be covered by ARMA.
 - Karanne Lambton's expenses will need to be covered, ferry plus one night's accommodation.

- Denis Protti is a Victoria resident so no expenses would be incurred.
 - Venue – UVIC has been booked. The menu choices were briefly reviewed regarding prices and will be finalized at the next meeting.
 - Registration Fee – was set at \$95 for non-members and \$75.00 for ARMA members and affiliates.
 - Event advertising – Ken to prepare flyers and notice. Randy will post to SPORG once speaker bio's are received. Speakers will be asked to send out the event notice and agenda to their contact lists. Susan Hart will also be asked to send to the archivist association.
 - Event Agenda – two tentative schedules were prepared and will be finalized on receipt of topic titles and confirmation of case study.
4. Marketing - Newsletter – Was sent out.
 5. Website – Jon Westin will build our website in exchange for some RM training. Ann will contact Jon to arrange for him to participate in Ministry of Forests and Range training scheduled in April.
 6. Partnerships – no report.
 7. Education – no report
 8. Chapter Bylaws – comments received back from ARMA International but have not been reviewed and incorporated yet.
 9. Next meeting – April 16, 5:00 p.m. 1483 Douglas Street..
Meeting adjourned 7:00 p.m.