



ARMA Vancouver Island Board Meeting Minutes

Thursday February 21, 2013, 5:00 pm
625 Fisgard and via Skype conference

Present: Leonora Casey, Chance Dixon, Annette La Fave (Webmistress via skype), Emily Pike (Past President via skype), Nancy More, Ken Oldenburger (Secretary), Jon Weston (President), Pearl Wilton (Treasurer)

Absent: Stacie Barclay, Ann Cummings, Sharon Froud, Vivian-Grace Ostan (Vice-Secretary), Jim Phillips,

Call to Order

Agenda approved.

Minutes of January approved.

Board Educational Presentations

None

Finance

Treasurer report: Bank Balance \$12224.22. One outstanding cheque \$120.36.

See the attachment for more info.

Action: Pearl will purchase an external hard drive and load with the electronic ARMA VI records.

Action: Ken will experiment with SyncToy to see if we can use the website as a backup.

Program Reports and Planning

Brainstorming Feb 19th. Response was enthusiastic and people expressed that it was valuable. Future topics for consideration included “Capturing Social Media” and “Establishing Relationships with IT”. We will do it again and Jon will let the members know.

Marketing

Twitter: 5 new followers. Up to 32 now.

Blog: A couple members are willing to do the occasional blog so Jon will talk to ARMA Vancouver about this.

Jon will talk to Bruce Carter, President of the Chamber of Commerce.

Membership

40 Members + 2 099

ARMA Canada Conference: Jon will check for Grants. Leonora will talk to Trevor to see if he is willing to be on the Board and attend Leadership in order to qualify for the \$1000 grant.

AGM – Early – mid May for the day. Jon will contact Deirdre.

Partnerships

Education

Nanaimo - tentative schedule

Intro - Jon 9:00 - 9:15
Ken 9:15 - 10:30
Coffee 10:30 - 10:45
Trevor Youdale 10:45 - 12:00
Lunch - Jon 12:00 - 1:00
Dave Young 1:00 - 1:20
Trish Krumpf 1:20 - 1:40
Sandra Dunkin 1:40 - 2:00
Panel 2:00 - 3:15
Networking 3:15 - 4:15
Closing - Jon 4:15 - 4:30

Principles: Full day session in Nanaimo: Mid May. Action: Jon will contact Sandra Dunkin. Action: Pearl will contact Trish Krumpf. Action: Jon will contact the Conference Centre. Action: Ken will contact Dave Young.

Elizabeth Denham. April 26th. Action: Leonora and Annette will get the advertising/marketing together. Ken will send Lara's (UVic) name to Annette. Annette will offer free media passes. Leonora will review the chapter's brochure for updating. \$20 members/\$30 non-members. We will need to bring our own projector (perhaps Trevor Youdale or Ann Cummings can borrow). MCing – Jon needs a blurb to intro ARMA VI and Elizabeth Denham.

Communication

Website: Contacts need to be updated.

Other

Pending Action: Pearl, Leonora and John Bolton will work on the procedures.

Ken is willing to serve as president next year.

Vacant board positions: Need a president elect, treasurer and secretary for next year.

Next meeting

Time: Tuesday, March 12, 2013, 5:00 pm

Location: CRD

1. Monthly Report

Chequing		Monthly Statement Balance	2012-12-31			12,089.44	
CY 2012 Income Tax		Chequing	2011-12-31			12,089.44	2012 Income Tax Year End Balance
		Transfer to Savings	2013-01-18	-5,000.00			Savings Account opened Jan 18, 2013
Chequing	109	Ken Oldenburger	2013-01-25	-32.64			Christmas Board meeting - Snacks at 6 Mile Pub
		Credit Interest	2013-01-31		0.12		
		Bank Service Fee	2013-01-31	-7.70			
Chequing		Monthly Statement Balance	2013-01-31			7,049.22	
Savings		Transfer from Chequing	2013-01-18		5000.00		Account opened Jan 18, 2013.
Savings		Monthly Statement Balance	2013-01-31			5000.00	
US \$		Deposit US Cheque	2013-01-18		70.00		ARMA Intl Cheq 28486 US\$ Account opened Jan 18, 2012
US \$		Deposit US Cheque	2013-01-18		105.00		ARMA Intl Cheq 28415
US \$		Monthly Statement Balance	2013-01-31			175.00	
All Accts		Total Bank Balance	2013-01-31			12224.22	

Cheque 110 – WeDoHosting - \$120.36 ready for signing. Website yearly cost for Premium Bronze Hosting

- HST / GST return and conference call notes from Yvonne Perry-White. There is an invite for all chapter treasurers to meet at the ARMA Canada Conference in June 2013. Yvonne is looking into whether the chapters have to file income tax.

RE: GST/HST many chapters are not even registered with CRA. ARMA VI is registered and has filed income tax for the year 2004, 2005, 2006 & 2007. The HST backup documents have been prepared but the Application for Rebate is under question as there are a few forms to choose from. Yvonne will provide further direction.

Industry Canada was discussed and this relates to updating the Board of Directors. There is some question about how to do this. It appears that other chapters have not updated either.

Bank Accounts – a review of the responsibilities of the treasurer to seek ways to reduce bank charges.

Signatories – at least 2, but most have 3. Pre-signing cheques is discouraged.

On-line & bank card access – this is attached to an individual and expires when the signing authority changes.

Chartered accountants – most chapters try to find internal resources as this can be costly.

3. Bank statements – Dec 2006, Jan, Feb, March 2007 missing
4. Income Tax & CGA – on hold till further direction from Yvonne
5. Boxes at Access Records: list sent to BoD, review and decisions on disposition of contents
6. ARMA VI electronic records storage: where to keep a backup of electronic records, responsibility for collecting and compiling records.