



ARMA Vancouver Island Board Meeting Minutes

Wednesday, April 16, 2015, 5:30 pm
Itgroove (1925 Blanshard Street, Gate 3, SOFMA)

Present: Bruce Norman-Smith, Terrell Les Strange, Jon Weston, Chance Dixon, Annette LaFave
(via Skype), Dave Young, Jim Phillips

Absent: Trevor Youdale, Ken Oldenburger, Stacie Barclay, Nancy More, Sharon Froud

1. Call to Order - Bruce

- a) Agenda: Approved.
- b) Minutes March 17, 2015: Approved.

2. Financials - Bruce

- a) Bank Report: No report.
- b) Year to Date Report: Year-to-date report was submitted March 2, 2015 and is accepted.
- Financials are down from last year, but that was anticipated in the budget.
- c) Other Financial Business: Chance reported Ken has paid deposit for Nanaimo event.

3. Membership

Not discussed.

4. Programming - Chance

- a) Whining about Records:
 - Next Whining: Dinghy Dock Pub, 5:00 p.m. on April 20th (evening before Nanaimo event).
- b) Nanaimo 1-Day Conference:
 - There are 18 registered and Chance anticipates around 25 in total.
 - Gimmel and Cube are booked as vendors.
 - Jon will help Chance with registration; and someone needs to bring the library books.
- c) Future Events:
 - Stacie has volunteered to take on the role of Program Director next year.
 - Chance and Stacie hosted a special programming meeting on April 8th.
 - They are considering switching Whining to 10:00-12:00, then lunch, and holding less frequently. They are also looking at having 2 big events, perhaps 2 short events, and social events.
 - General discussion regarding gathering feedback from members.
Action: Chance to ask Stacie for a program outline and draft a survey to gather feedback.
 - Terrell suggested we look at the "webinar of the month" which can be set up through ARMA International. Group also discussed possibly producing our own webinars.
Action: Terrell to investigate how to set up webinars of the month and topics available.

AGM

- Chance booked the Four Mile Pub for May 21st. Jon is out of town that week, while Annette will be in Victoria on May 13th. Agreement to hold AGM on May 13th
- Reviewed which reports were tabled at last year's AGM. They were President's, Treasurer, Membership, and Marketing.
Action: Chance to move reservation at the Four Mile Pub to May 13th.
- Action:** Annette to send notice to members advising of the change in date.

RIM 101

AABC is offering a Records Management for Archivists session. We should send an email suggesting we do more joint activities. Discussion around whether we should offer another RIM 101 session and possibility of offering RIM 101 presentations as a service.

Vendor Price Sheet

- Reviewed Vendor Price Sheet and confirmed providing coffee does not require posting logo to the website. Reviewed and amended rates for vendor tables and coffee/lunch sponsorship.
- Sponsor logos will go on right margin rather than revolving and expire after 1 year.
- Annette will do up the contracts and track expiry of agreements; and then send notices to Treasurer to invoice when due.
- Motion to accept revised Vendor Price Sheet made by Jon, seconded by Dave.

5. Partnership-building (All)

Not discussed.

6. Marketing (Annette)

a) Website and Twitter statistics:

- Website 1,396 hits; with 9,741 total.
- Twitter 120 followers.

b) Other Marketing Business:

Advertising Nanaimo 1-day Conference

- ARMA Vancouver does not sent emails about other chapter events; but did post to their website.
- Registration extension has been posted and tweeted.

Action: Bruce to send a thank you to organizations that posted the event to their websites.

7. Other Administration

Voting by Email

- Motion made by Bruce, and accepted by all if we don't have quorum we can vote by email.

a) ARMA Canada 2015 Calgary – Brag Bag: Not discussed.

b) Retention Schedule and Disposition Processing (Dave):

- A special meeting should be held to review and edit as a group.

Action: Dave to write up what the board needs to do before the meeting.

Action: Board to review the schedule and prepare comments before the meeting.

c) Chapter Operations Manual (Dave):

- Dave has added a summary of decisions and dates, as well as a draft entertainment policy for expenses around networking at conferences.
- Board to review the draft manual and provide Dave with comments.

d) Central Calendar (Bruce/Terrell): No work done since last meeting.

e) Succession Planning: The following were put forward for 2015/16 board:

President: Bruce Smith (2 nd term)	Membership Director: Ken Oldenburger (was Vice Membership Director)
President Elect: David Young	Program Director: Stacie Barclay
Secretary: Terrell Les Strange (2 nd term)	Members at Large:
Marketing Director: Annette LaFave (year 2 of a 2 year term)	Jim Philips Chance Dixon Jon Weston (year 2 of a 2 year term)

We don't know Trevor, Nancy, or Sharon's plans. Trevor is finishing the 2nd year of his term so the Treasurer position may be vacant if Trevor does not accept a second term.

Board will network at the Nanaimo conference to see if anyone else is interested in serving. If we have two persons interested in a position up for re-election there will be a vote at the AGM.

8. Next Meeting

The next meeting will be the AGM.

Date: Wednesday, May 13th

Time: 5:15 pm

Location: Four Mile Pub

Approved: June 14, 2015