



Monday July 13, 2015, 5:15 pm
Café Veneto, 1450 Douglas Street

Present: Bruce Norman Smith, Trevor Youdale, Terrell Les Strange, Ken Oldenburger, Jon Weston, Chance Dixon, Stacie Barclay, Marion Villines, Annette LaFave (via conference call)

Absent: Dave Young, Jim Phillips

1. Call to Order - Bruce

- a) Agenda: Approved.
- b) Minutes from June 11, 2015: Approved with one correction
Action: Jon to correct reference to review of feedback from the AGM to review of feedback from the Nanaimo event; replace on Synology; and email Board.

2. Membership – Bruce, Jon, et al.

- a) Current numbers: 38 members.
 - Jon is not getting notice of new numbers because ARMA has not yet updated contacts.
 - Action:** Trevor to forward notices of new members to Jon.
 - Action:** Jon to send welcome emails to new members.
- b) Feedback from Nanaimo full day event:
 - 9 out of 18 attendees submitted surveys (50% response rate was our best yet).
 - 3 new people opted in to receive emails.
 - High scores all around for speakers and people would like to attend again.
 - Concern disaster management presentation had too many slides.
 - Break out sessions were well received, but one suggestion was that we send out topics earlier.
 - Discussed having an Intro to IT for Records Managers session. Trevor advised such a presentation is available from the ARMA Canada Conference in Saskatoon. He also has a contact who might be able to present on IT-RIM.
 - Action:** Trevor will approach Legal Services Branch contact about IT-RIM.
- d) Member Survey: 13 people have responded and Annette has sent out a reminder.
 - Discussion whether to collect feedback from non-members and publish survey link.
 - Action:** Ken will make a public version of the survey.
- d) Welcome to the new programming year email is ready to go.
Action: Annette will send out tonight.
- e) Marketing Report: 11,027 hits to website to date; 130 Twitter followers.
Action: Annette will update the contacts page to show Ken as co-Program Director.
 - Ken should also be added as co-Program Director on the Chapter Update Form.

Annette left the meeting at this point.

3. Education and Programming – Bruce, Stacie, et al.

- a) Some changes to the draft event plan are required. Presentation on the Information Management Act will now be February instead of October. We won't be ready for a personal information management session in September.

How to manage records in a business system has been suggested as a topic. This would be a good topic for a roundtable in September as it is a common problem, and aligns with content we will roll out through the year. A venue is needed for September.

Action: Stacie will update the event plan and circulate to the board.

Action: Stacie will contact Angila Bains to see if we can use a CRD boardroom.

Four sessions are to be held jointly with Government Records Services. They can offer St. Anne's as a free venue. We will need to be able to broadcast the sessions remotely as many government employees are located outside Victoria.

Action: Bruce to investigate technology for broadcasting meetings.

- b) We need to create a Speaker list and post it to Synology.

Action: Chance will put together the base list; and put it out for the board's contributions.

An experienced RIM practitioner has expressed interest in speaking on the topic of EDRMS at our next Nanaimo Conference.

4. Finance - Trevor

- a) Balance as of June 30, 2015 bank statement: \$11,796.54
- Business Account \$4,449.49; Savings \$5,006.20; Investment \$2,340.85.
- Balance as of July 13th was the same.

- b) Cheques written July 13th:
- Cheque to refund Trevor for AGM restaurant bill.
- Cheque for \$400 to Ken to reimburse amount still owing from Nanaimo event.
- Cheque for \$1000 towards Ken's costs to attend leadership in Calgary.

- Terrell's conference costs were reimbursed by work; but not hotel for leadership.
- Jon and Bruce's leadership costs were covered by ARMA Canada.

Action: Terrell to send Trevor email advising cost for hotel for leadership.

- c) Signing authorities will remain status quo (Trevor, Jon, Ken).

We have never had an audit. Discussion if an audit or a review is necessary. Terrell would be willing to review the financials. We need a year-end report for 2014/15 and a budget for 2015/16.

Action: Trevor to prepare year-end report; put supporting documents in Synology for review purposes; and start drafting budget for review by the Board.

5. Other Business

Jon is working with ARMA Canada on a forum for different Chapter positions.

6. Next Meeting

The Board will not meet in August. A date in September will be determined by email.

Approved: September 17, 2015