



ARMA Vancouver Island Board Meeting Minutes

Thursday, February 23, 2017, 5:15 pm
Veneto Tapa Lounge, 1450 Douglas Street, Victoria

Present: Dave Young, Terrell Les Strange, Bruce Norman Smith, Chance Dixon, Ken Oldenburger,
Marion Villines, Michael Stevens

Absent: Stacie Barclay, Annette LaFave, Jennifer Mohan, Trevor Youdale, Jon Weston

1. Call to Order - Dave

- a) Agenda approved.
- b) Minutes of the January 19, 2017 meeting approved with revision of date under 1(b).
- c) Other business:
 - Add leadership and succession planning.
 - Dave presented Michael with his Member of the Year certificate.

2. Old Business

#6) Financial Reports 2015/16: Nothing.

#9) Signing Authority: Everything is arranged. Dave and Terrell need to go to bank to sign.

#14) Hootsuite:

- Bruce emailed the board information prior to the meeting. We need to wait until we have ARMA emails through the new website platform before signing up.

#18) Website Platform Evaluation:

- Bruce finished the evaluation and emailed a motion that we switch to Dynamic Host.
- Decision to switch to Dynamic Host approved by unanimous consent.
- Bruce will demonstrate the interface when we have a meeting room with technology.
- Cost will be \$7.50/month less 15% discount.
- This is less than our current budget for web hosting.

#23) Bylaws Draft Update:

- Terrell and Ken finished the draft and distributed to the board by email prior to the meeting. They also sent a summary of changes and rationale.

Action: Dave to forward draft revised Bylaws to ARMA International for review.

- After we receive ARMA International's approval we need to get members approval at the AGM, and then register the revised bylaws with the BC Registry Services.

#27) Presentation on the IMA:

- Dave put a call in regarding a presentation on the *IMA*; but has not heard back.
- We need to find a date for a programming meeting in the near future.

Action: Michael will send out a doodle poll to the board; and then book a location.

#29) Organizing Shared Drive Session:

- Venue and session were both fantastic.
- 17 people registered; and 11 people from GRS, municipalities, and Camosun attended.

Action: Dave to forward slides to web team for publishing.

#1) Synology: Cleanup ongoing.

Action: Board to clean up their own areas.

#2) Chapter Operations Manual: Still deferred.

#19) New CGSB Standard: Will order new standard the library once released.

- Dave received an inquiry whether we had ARMA's *Records Management Glossary*. This would be a good item to add to the library.

Action: Dave to order the *Records Management Glossary*.

3. Financials

a) Bank Statement:

- Balances as at January 31, 2017: \$11,065.19 CDN and \$4,344.72 USD.
- Received \$1,000 cheque from ARMA.
- Outstanding payable: \$235.27 for gift membership.

b) Treasurer's Report: None.

c) Other Financial business: None.

4. Membership

a) Numbers & New Contacts – Numbers are good.

b) Lapsed Members/99 Report – None.

c) Other Membership Business

- We are continuing to build a relationship with Camosun through the student sponsorship. Camosun asked Dave to participate in co-op student mock interviews.

5. Programming – Chance

a) April 2017 Joint Conference with AABC

- Programming committee received lots of speaker proposals. They managed to slot in almost every proposal, with some being put together in panels. There is a good mix of archives and records management content, although there is more archives.
- Planning is going smoothly.
- AABC proposes paying expenses and will either (a) invoice us if there is a loss; or (b) write us a Cheque if there is a profit.
- Jennifer Mohan prepared a tentative budget which was distributed by Chance prior to the meeting. Chance advised this version covers only the one day jointly hosted by ARMA VI.
- Tentative budget approved by unanimous consent.
- AABC wants to accept payment of registrations by cheque. Board had no concerns.
- Trevor Banks, ARMA Canada's Education Advisor, is interested in speaking at our fall event in Nanaimo if we can reimburse expenses. Discussion parked for now.
- Marion suggested we try and plan quarterly social events.

b) St. Ann's Talk about IMA: See Old Business #27.

6. Partnership Building - All

- Nothing.

7. Marketing

a) Website Development: See Old Business #18.

8. Other Business

Leadership

- Dave strongly encouraged everyone to consider attending the ARMA Canada conference.
- Three board members can attend Leadership; and we need to advise ARMA Canada who will attend and who will receive the \$1,300 grant.
- Dave would like our “brag bag” to be about the web hosting review process. It is something that other chapters might be able to reuse.

Action: Dave will send out an email asking who is going to the conference.

Succession Planning

- Key positions will be ending their terms; and we should start finding who is interested in positions such as Secretary, Treasurer, and President-Elect.

Action: Dave will send an email to members regarding 2017/18 vacancies.

- We need a venue for board meetings with technology so Annette and others can attend via Skype or at least conference call. City Hall has rooms that non-profits can book for free, but they are only available for booking between 8:00 a.m. and 4:30 p.m.

Outreach

- Dave asked for suggestions on how to meaningful connect with others regarding records management at a UVic event.

9. Next Meeting

Date: To be determined.

Location: To be determined.

Adjourned: 7:00 p.m.

Approved March 22, 2017