



ARMA Vancouver Island sBoard Meeting Minutes

Wednesday April 19 2017 5:30 pm

Save on Foods Memorial Centre / itgroove (Gate 3, 1925 Blanshard, Victoria, BC)

Present: Dave Young, Bruce Norman Smith, Chance Dixon, Jennifer Mohan, Trevor Youdale

Absent: Stacie Barclay, Annette LaFave, Jon Weston, Terrell Les Strange, Ken Oldenburger, Marion Villines, Michael Stevens

1. Call to Order - Dave

- a) Agenda approved.
- b) Minutes of the March 22, 2017 meeting approved.
- c) Other business:

2. Old Business

#1) Board to clean up their own areas of Synology:

- Still ongoing.

#6) Financial reports – updates required per October Meeting:

- Trevor revised errors in 2015/16 year end statement totals.
- Trevor prepared a detailed AP/AR activity summary for 15/16.

#18) Website Platform Demo:

- Bruce presented a website platform demo to the board.

#23) Dave to follow up ARMA International review of bylaws:

- Dave followed up with ARMA International and reported that the ARMA VI Bylaws were approved by ARMA International.

#32) Email members regarding 2017/18 board vacancies:

- Dave sent out two emails to the members.

#34) Contact Bruce about posting logos

- Chance contacted Bruce and the sponsorship logos for the AABC/ARMA VI conference were posted on the ARMA VI webpage.

#35) Contact St. Ann's about dates available in September

- Trevor contacted St. Ann's and they are tentatively available anytime in September.

#27) Presentation on the IMA:

- Dave put a call in regarding a presentation on the *IMA*; There is a speaker available.

Action: Dave to follow up with speaker to see when they are available in September.

3. Financials

- a) Bank Statement:

- Balances as at January 31, 2017: \$11,065.19 CDN and \$4,344.72 USD.
- b) Treasurer's Report: None.
- c) Other Financial business:
Trevor has completed the paperwork that transfers the singing authority.

4. Membership

- a) Numbers & New Contacts – Numbers are good.
- b) Lapsed Members/99 Report – None.
- c) Other Membership Business
 - Board members will bring swag and membership information to the AABC/ARMA VI joint conference.

5. Programming – Chance

- a) April 2017 Joint Conference with AABC
 - Programming committee is working hard to coordinate the logistics of the event. Planning is going smoothly.
 - Jennifer Mohan prepared a tentative budget which she presented to the board.
 - The board was pleased with the high number of registrations for the event.
 - Members offered to volunteer and introduce sessions. They will be on hand to help with various tasks throughout the day.
- b) Transitory Records event debrief
 - Well attended with 15 participants. There was a wide variety of participants and the session seemed to be well received.
- c) May AGM
 - Date Thursday May 11th, 6:00pm at the Four Mile Restaurant. It was discussed that we would meet at 5:30pm and the AGM would start at 6:00pm.
 - Action:** Chance to make reservation.
 - Action:** Dave to compose a meeting invitation for the AGM and Bruce to send.
- d) ARMA subsidy – attachment
 - The board discussed ARMA subsidy. No action taken.
- e) Fall Nanaimo event
- f) Social event for Board in June.
 - Date June 22, 5:30pm. Jennifer offered her patio. Details to follow.
- g) St. Ann's talk on the IMA in September.
 - See old business: #27) Presentation on the IMA.
- h) Lunch and learn in November.
 - It was suggested that we have digital images as a general topic for our November session. The many specific topics that are related to digital images were discussed including digital preservation, file format and metadata.

6. Partnership Building - All

- Nothing.

7. Marketing

- a) Website Development: See Old Business #18.

9. Next Meeting

Date: To be determined.

Location: To be determined.

Adjourned: 7:00 p.m.

Approved June 22, 2017