



# ARMA Terra Nova Chapter Minutes



## Monthly Meeting

Date Oct 21, 2010

12:30pm – 2:00pm

Location: Nalcor

*Present: Rhonda Guay, Sherry De Souza, Melissa Snow, Carmen Carroll, Cheryl Goulding, Helen Norman, Vanessa King, Paulette Crowley, Sue Taylor*

*Absent: Ryan Kelly, Kim Anstey, Jeanie Myrick, Joanne Gulliver-student representative*

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Paulette requested the acceptance of the Sept 16, 2010 meeting

### **Board of Directors Report:**

Ryan Kelly (Treasurer) was absent for the meeting. Will report the account balance at next meeting. It was noted that we will need an invoice from ARMA to give to OCIO for the nutritional break and the wine and cheese.

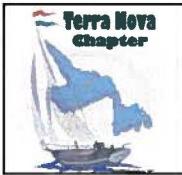
Helen Norman (Membership) reported that we currently have 61 members. We lost 2 members: Mary Newhook and Carol Tibbo (retired). New members are Margot Brown, Jessica MacDonald and Amanda Clarke.

Discussions regarding recruitment for ARMA members. **ACTION:** Helen is going to get the list of attendees from the ARMA conference who were non ARMA members and send them an email (basically a thank you for attending and a greeting from ARMA and a bit of info on our chapter and the chapter fees).

Another suggestion was to give a presentation to CNA- talk to the students about the membership, fees, what benefits it could give. **ACTION:** Melissa Snow will contact the school. **ACTION:** Helen is going to start the template for the presentation and then circulate to the board.

Melissa Snow (Education) reported that she has organized the following lunch and learns:

- Nov 2<sup>nd</sup> or 3<sup>rd</sup>-Presenter-**Robert Martineau**. Robert is a consultant with PriceWaterhouseCoopers currently working on engagements with the OCIO. Topic: IMCAT. Venue: NLC-pending. Checking on room capacity. Suggested that IMCAT topic also caters to non government workers.
- Dec 13<sup>th</sup> to 17<sup>th</sup> week (this date is tentative-may be earlier in the month). Presenter-**Gloria Chiasson**- Gloria is a consultant with PriceWaterhouseCoopers currently working on engagements with the OCIO. Topic: Project and Change Management in an IM world. Venue: West Block. Gloria also noted that she has a number of other topics she could speak on. One



## **ARMA Terra Nova Chapter Minutes**



- topic of interest was email management. **ACTION:** Melissa to contact Gloria on perhaps presenting on two topics.
- Jan 26<sup>th</sup>-Presenter-Julie Morris- Julie is a consultant with PriceWaterhouseCoopers currently working on engagements with the OCIO. Topic: Barefoot like the shoemaker's children---Managing information about our Information Management. Venue: TBD.
  - February-Presenter-Ryan Kelly-Ryan is a Senior IM Analyst with the department of Transportation and Works. Topic: Case study. Venue: TBD.
  - March-Presenter-Marketing employee from department of Business. This venue/topic/presenter is tentative.
  - Joan Mowbray -Topic: Archives. She sold out last year. She is still tentative.
  - Carmen Carroll -Topic: Retention. Tentative.
  - **ACTION:** Cheryl Goulding to put confirmed speakers on our website.
  - April - IM month. This is open for discussion. Past events included the IM Olympics and PIP day. A few choices for PIP day are: Natural Resources parking lot (Sue Taylor will look into) OR Nalcor Energy's parking lot (Cheryl Goulding and Rhonda Guay to investigate). Proposed date of early April due to availability of Iron Mountain.
  - Venues for lunch and learns that were proposed: West Block, Nalcor, FES, Fisheries. **ACTION:** Melissa will explore.

Paulette Crowley (Public Relations) reported that we applied to both the ARMA Canada speaker grant and the ARMA international speaker grants. The Canadian did not meet yet-so no news yet. However, we did hear from international and we were awarded approximately \$500US.

**Discussion:** Newsletter. Great job to the newsletter committee. Job well done.

Cheryl Goulding (Webmaster) reported that all presentations from the Oct 20<sup>th</sup> conference are now on the website (as of Wednesday evening).

### ***New Business:***

- Item 1
  - Discussions regarding the conference on the 20<sup>th</sup>. Noted that the conference went exceptionally well. Had great attendance.
- Item 2
  - By law renewal committee-Progress reported that the by laws were reviewed. Next steps: will take the template that ARMA international has provided and update the "optional" areas to reflect how we operate our chapter.
- Item 3
  - Christmas luncheon-Last 2 years has been at Mama Soulas. They have a large room with no extra charge. Suggested that the price be \$10 per person, plus everyone pay for their own drinks. Discussions surrounded other areas may hold this event (ie: the Marriott). **ACTION:** Melissa will enquire whether the room is no extra charge.




## **ARMA Terra Nova Chapter Minutes**



- Item 4
  - Mandatory membership for CNA students. Investigating. Paulette contacted Trevor Mitchell for his comment. He stated that he has no position. He stated, that although it is good to recognize ARMA, is it really effective once the students finish their course work. Another point is whether the college provides the membership or they get it from outside. **ACTION:** Paulette will follow up with the school on this.
- Item 5
  - LinkedIn-At next board meeting, ensure that we have computer access so can explore LinkedIn and decide whether we will create an ARMA Terra Nova group.
- Item 6
  - Chapter Logo-Graphic artist from department of Business (Kevin Penney) offered to do a presentation on our options.

Paulette thanked everyone for coming, and concluded the meeting.

  
Secretary – Jeanie Myrick

  
President – Paulette Crowley

