



ARMA Terra Nova Chapter Minutes



Monthly Meeting

Feb., 17, 2011

12:30pm – 2:00pm

Location: Fire and Emergency Services (25 Hallett Crescent)

Present:

Paulette Crowley	Ryan Kelly	Kim Anstey
Vanessa King	Sherry De Souza	Jessica McDonald
Helen Norman	Elizabeth Evans	
Jean Myrick	Melissa Snow	

Absent (Board): Sue Taylor, Cheryl Goulding

President, Paulette Crowley, welcomed everyone to the meeting and did round-table introductions.

Treasurer's Report – Ryan Kelly passed around treasurer's report for all to view (attached).

Membership Update - Helen Norman reported that the Chapter now has 61 members. There was some discussion on how to get more members. Some suggestions included contacting nearby municipalities and education boards. As well, there are some international members from the area who have not signed up for the local chapter so they could be approached.

Education Update – Melissa Snow reported that everything was arranged for Gloria Chaisson to present at the March Lunch and Learn – she will send the poster to Jean to disburse. Jean will also send to Lori Collins (OCIO) to send out to the IM Community. Idea was tossed around that Lunch and Learn could be advertised on Rogers. March location was booked but it appears that getting a location, in general, has become an issue - Elks Club was suggested. Discussed that there should be a Lunch and Learn on April 19th. For May month, Ryan Kelly will be presenting. Nothing has been booked for June but there usually isn't because the AGM is held then.

Public Relations Report – Paulette Crowley reported that recently another addition of the newsletter went out. She also mentioned that there was some chance of getting RIM Month coverage on NTV or CBC.

Website Update – Jean Myrick read out Cheryl's report and comments on first discussion item (see attached).



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DISCUSSION ITEMS/NEW BUSINESS

Item #1 – Food

- Everyone asked at last meeting to consider for discussion at Feb.'s meeting, if we should continue to serve food and/or what type of foods should be served at lunch and learns/monthly meetings. This was discussed and everyone decided that it was best to keep providing lunches

Item # 2 - RIM Month Planning

- Shredding day is booked for April 16th (a Saturday) in the Natural resources parking lot at 9:00-12:00
- Sue needs to be asked if we can enter the building for washrooms, coffee and chatting (as a back-up, can look at having it at Helen's place of work or Vanessa's)
- Elizabeth is going to do up a RIM promo
- On April 19th we have the Rooms for the full day for free.
 - Idea is to have a video playing while maximum of 15 go on tour.
 - Idea to have a Lunch & Learn
 - maybe Kevin Foley RNC – Melissa is going to ask him.
 - Paulette is to check on the cost of Red Oak Catering and send to everyone
 - Possible schedule if we have things happening from 11:00 – 2:45
 - 11:15-12:15 – Tour
 - 12:30-1:30 – Lunch and Learn
 - 1:45-2:45 – Tour
 - Thinking might charge \$20 or \$25 for lunch and give T-shirt. Helen will work on some idea's for giveaway items (e.g. water bottles, mugs etc)
- Discussed that it would be nice for ARMA Board to have T-Shirts for the RIM events

Item #3 - Twitter account/Linked in/Facebook

- Ryan wanted to do up a Facebook and Twitter account for the Chapter and is willing to take care of it and maintain it.



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Item #4 - Chapter By-Laws

- Vanessa read out a blurb that is to go into the By-Laws regarding the “distinguished” members. Suggestion was made to add in a statement outlining that “only local chapter benefits apply.” She is going to distribute this around for all to check.


Item #5 - Chapter Logo

- Last meeting had talked about calling the college – Lorna was contacted but no response received; graphic department head was contacted but no response received.
- Another option is to go to the guy in Dept of Business (Kevin) who was willing to come in and present to the board. It was suggested that maybe we get him in for March meeting – Paulette was going to call him

Item #6 - Partner Recognition Day

- The College is hosting a reception for partners to attend.

Paulette thanked everyone for coming, and concluded the meeting.



Secretary – Jean Myrick



President – Paulette Crowley

2/17/2011

Treasurer's report - Jan 2011:4
2/1/2011 through 2/17/2011 (in Canadian Dollars)

Feb.

Date Account Num Description Memo Category Clr Amount Page 1

BALANCE 1/31/2011

2/1/2011	ARMA chequing483		Cheryl Gouling					Entertainment			7,720.28
2/1/2011	ARMA chequing479		Melissa Snow					Education			-36.00
2/1/2011	ARMA chequing480		Brenda Prowse					Education			-24.51
2/1/2011	ARMA chequing482		Paulette Bursey					Education			-58.74
2/16/2011	ARMA chequingDEP		ARMA Canada					Education Grant			-59.83
2/16/2011	ARMA chequingDEP		January Lunch And Learn					Education Grant			500.00
2/1/2011 - 2/17/2011								Training			105.00
											425.92

BALANCE 2/17/2011

TOTAL INFLOWS	605.00
TOTAL OUTFLOWS	-179.08
NET TOTAL	425.92

8,146.20

From: Cgoulding@nlh.nl.ca
To: Jeanie jeaniem2010@gmail.com, ccpcrowley@primaharmony.com
Date: Mon, Feb 14, 2011 at 2:11 PM
Subject: Re: Terra Nova Chapter Monthly Meeting - Feb 17, 2011

Hi, Jeanie,
I probably won't make this month's meeting however I am forwarding some comments to you to pass along on my behalf.

Website comments:

There was a request at last meeting to provide links to other Atlantic newsletters on our website - I tried to consider where and how the links could be presented so they didn't look out of place on the site. Our website will be revamped hopefully sometime this year, possibly with a new logo, and should be able to accommodate a better fit for specific items like this. We currently have a "Links" section which takes you to all of the ARMA Canada Chapters and if anyone wants to find each of the Chapter's newsletters, it should be relatively easy to locate them from there. Hopefully my comments cover this request satisfactorily for now and at least until the site is revamped / updated.

My comment on the monthly lunch and learn food item would be for us to have a brown bag every other month and the in-between times, we could provide the lunches. We could have pizzas, sandwiches. Even at the brown bag lunch & learns, we could still provide drinks or not. I guess the question is, "are we getting enough outside people coming in and paying the \$15?" If so, then probably we should continue to pay for the lunches for each Lunch and Learn. Just my thoughts.

Will see you next meeting. Enjoy! Thanks so much.

Cheryl

From: Cgoulding@nlh.nl.ca
To: jeaniem2010@gmail.com; ccpcrowley@primaharmony.com
Date: Tue, Feb 15, 2011 at 10:49 AM
Subject: ARMA Terra Nova Chapter Website

Hi, Jeanie. Please forward a notice to the Members advising them that our website will not be able to be updated with any new information until this coming weekend, February 19 or 20 as my computer is getting an "oil change". Also, advise that there will be no updates / changes during the timeframe of February 20 until March 5, as I will be on annual leave and out of province. Please apologize for any inconveniences on my behalf and thank them for their understanding and cooperation.

Thanks so much.

Cheryl