



ARMA Terra Nova Chapter Minutes



Monthly Meeting

March 24, 2011

12:30pm – 2:00pm

Location: ATIPP Office Boardroom

Present: Paulette Crowley Ryan Kelly Kim Anstey
Vanessa King Sherry De Souza Renee Pendergast
Helen Norman Elizabeth Evans
Jean Myrick Melissa Snow

Absent (Board): Sue Taylor, Cheryl Goulding

President, Paulette Crowley, welcomed everyone to the meeting.

Treasurer's Report – Ryan Kelly reported that the March Lunch and Learn collected \$195 from non-members. He has decided to keep a \$35 float out for these events. In relation to the Conference, ARMA paid speaker bill and some attendee's registration was paid (financial report attached). Ryan mentioned receiving \$25 from International – Helen had contacted Trevor and confirmed it was for local membership. Ryan wondered if it was possible for International to state which member the \$25 relates to.

Membership Update - Helen Norman reported that the Chapter now has 64 members. To entice membership Helen got e-mail addresses from the website to contact municipalities and the courts. Renee suggested that Helen send the membership drive info to her to pass on to her own Collage of the North Atlantic students.

Education Update – Melissa Snow reported that she spoke with Donna O'Toole and she agreed to speak at the next Lunch and Learn using her workplace as a case study (Ryan was scheduled but has decided to postpone due to his new job). Cst Kevin Foley has been confirmed for April 19th lunch and learn. There was a suggestion for a Lunch and Learn Panel Discussion for Sept. Another suggestion was to do one on the litigation process. Renee offered to do a lunch and learn on what you should do before implementing an ERM system. Helen also suggested a lunch and learn on how to compile a retention schedule. There had been some discussion about having Joan Mowbray do another lunch and learn – Melissa had called but to date has not received a reply. Carman Carroll said that he would be interested in doing a lunch and learn in the fall.

Public Relations Report – Paulette Crowley reported that another newsletter should be ready for April. A flyer has already gone out for RIM month. Sat 16th is shredding event – the hard drive shredding is new. On April 12th Sharon Snow has agreed to tape event for Places to Go. We are to meet at the Crossroads. Paulette is going to do up a blurb and send around for comments. ARMA Shirts will cost \$31.82 each – everyone agreed to pay \$20 each toward the cost. Jean is to remind everyone to bring the money into the next meeting. Shopping bags have been ordered for giveaways.

Website Update – no update from Cheryl Goulding.



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DISCUSSION ITEMS / NEW BUSINESS

Item # 1 - RIM Month

- Overview of events scheduled:
 - April 12th – meet 5:30-7:00 for Sharon Snow
 - April 16th – Shred day 9:00-12:00 at NLC parking lot
 - April 19th – Tours and Lunch & Learn at the Rooms
 - 11am-12pm – Tour #1
 - 12pm-2pm – Lunch & Learn
 - 2pm-3pm – Tour #2
 - Cost of Lunch and Learn for Nonmembers - \$20
 - Form will have choice for lunch and what tour; deadline to register, April 15th; e-mails should go to Paulette
 - Paulette, Helen and Vanessa said they would be at the Rooms for the whole duration

Item # 2 - Website Logo

- Kevin from Dept of Business is going to give a presentation at the next Chapter meeting (no talk yet on how much service would cost).

Item #3 - Twitter account/Linked in/Facebook

- Renee put forth suggestion for ARMA Terra Nova to enter a team for this year's Run for the Cure. All thought it was a good idea.

Paulette thanked everyone for coming, and concluded the meeting.


Secretary – Jean Myrick


President – Paulette Crowley

Treasurer's report - March 2011:9
 17/02/2011 through 17/03/2011 (in Canadian Dollars)

Date	Num	Description	Memo	Amount
BALANCE 16/02/2011				8,121.46
15/03/2011	DEP	March Lunch & Learn	Collected at door	195.00
28/02/2011		Service Charge		-8.70
15/03/2011	484	The Information Management Specialist	Payment for Keynote Speaker	-656.00
15/03/2011	486	Paulette Bursey	Lunch and Learn Supplies	-145.64
17/02/2011	481	Paulette Bursey	Pizza for February Meeting	-68.11
17/03/2011		Department Of Natural Resources		250.00
17/02/2011 - 17/03/2011				-433.45

BALANCE 17/03/2011 7,688.01

TOTAL INFLOWS 445.00

TOTAL OUTFLOWS -878.45

NET TOTAL -433.45