



ARMA Terra Nova Chapter Minutes



Monthly Meeting

September 17th, 2009

12:30pm – 2:00pm

Location

Present:

Vanessa King	Elizabeth Evans	Kim Anstey
Jeanne Power	Helen Norman	Ryan Kelly
Paulette Burse	Sue Taylor	Tim Summers
Grace Hiltz	Margurite Smith	Brenda Collins
Jennifer Miron		

Absent: Renee Pendergast Cheryl Goulding

President, Elizabeth Evans welcomed everyone to the meeting. The meeting started with a round table to introduce the everyone to all the new directors and members present.

The Board of Director Reports is as follows:

Jeanne Power (Treasurer) reported the account balance is \$5,971.91 as of the end of August. She did receive an invoice for the renewal of our mail box for \$141 for another year, and was wondering if we wanted to renew. The Board voted yes to keep the mail box.

Helen Norman (Membership) reported we have 45 members plus 2 honorary members. Because International is not accepting CAD, and Government of Newfoundland and Labrador no longer issues payments in USD, we are loosing a lot of our members. Brenda Collins reported she brought this issue to the strategic planning session in August, and they are working to resolve the issue.

Renee Pendergast (Education) was absent.

Elizabeth Evans (Public Relations) reported she would like to increase the Chapter Awareness to the province. She would like to speak with Cheryl with some website updates. Elizabeth also reported the September newsletter will be ready soon. She is looking for more input on articles. Vanessa suggested profiling different companies and their RM Programs.

Cheryl Goulding (Webmaster) was absent.

New Business:

- Update Anniversary Planning



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- The planning committee met in Aug, and the planning has started, and coming along well. Next meeting will be in October. One of the items discussed would be an Information Session, or a seminar on records management topics. Lori Collins contacted Elizabeth. She would like to do an IM Day similar to what OCIO did last May, but in conjunction with the ARMA Chapter during their Anniversary Celebrations.
- Seniority List
 - Helen is preparing a seniority list, to outline who has been a member of the Chapter the longest. She received material from International, however, the initial date of membership with International represents the date you re-joined at a new company, and not your first initial membership. Renee was able to track down some boxes of membership records from Kim Hammond. Helen will be sorting through these over the next few weeks. If anyone else in the Chapter has any membership records is asked to contact the Board of Directors.
- Position Details
 - Elizabeth put together a package for each director which included the Chapter Constitution, as well as the position description for each director
- Upcoming Planning
 - Elizabeth would also like to put together a plan of goals to accomplish for the year. To do this, she would like feedback from the Chapter on what they would like from the Chapter, what education sessions they would like the Chapter to host, etc. Elizabeth would also like to evaluate what resources of ARMA Canada and International to better serve our province. Is there an aware category of International that we want to strive to achieve, if so, what do we need to do to win? How should we communication to the membership, are there other ways besides email?
 - Brenda commented that other Chapters may send surveys to membership, asking for feedback, and this is used for yearly planning
 - Vanessa will email the Canadian Chapters asking what they do for yearly planning.
- Donation for Fall Conference
 - Every year the Chapter donates a \$50 gift to the International Conference. Elizabeth has already received a donation from NL Liquor Corporation. She will be shopping around for an additional gift of \$50 on behalf of the Chapter.
- Lunch and Learn Planning
 - Elizabeth is hoping to get more sessions in this year then last year. Renee has received a few suggestions from membership on topics, but she is trying to find the speakers. Brenda mentioned other Chapters develop a Speaker List, in which they use for Lunch & Learns.
 - Brenda also suggested Steve Nealy of Red Deer. He is a great speaker, and would be willing to come to NL to do a session for free for the Chapter if his travel is paid for. He has many different topics he could speak on. Brenda suggested a possible collaborative effort between the Chapter and another organization. Brenda will coordinate this session for early in the New Year.



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- Meeting Locations
 - Vanessa will host the meeting in October
 - Elizabeth/Jeanne will host in November
 - The meeting date will be changed for October and November to the third Wednesday of the month to accommodate Renee teaching schedule.

Other Business

- Helen would like to see a brain storming session on how to increase membership. Suggest a few people stay behind to discuss after our next meeting
- Brenda – Strategic Planning for ARMA Canada reports:
 - There will be a change in how a Chapter bids for the Canadian region conference. The Canadian region will be broken into regions. The Chapters in each region will discuss and decide who would host the conference.
 - Banking Issues – it has been discovered that some Chapters have been taking advantage of the Chapter funds. Therefore the rules will be changing for managing the Chapters account
 - International will be helping Chapters host web sites
 - ARMA Canada is looking at hosting a site to allow people to register for Chapter event with online registration and payments.

Elizabeth thanked everyone for coming, and concluded the meeting.


Secretary – Vanessa King


President – Elizabeth Evans