



ARMA - Terra Nova Chapter & Board of Directors' Meeting April 9, 2008

Present:	Jim Downey Marina Owens	Elizabeth Evans Rhonda Guay	Cheryl Goulding Helen Norman	Jeanne Power Brenda Neary
Absent:	Vanessa King Patsy Tremblett	Dave Warford	Virginia Connors	

Jim Downey welcomed everyone to the meeting and then proceeded to note that acceptance of the last Chapter Minutes for March and April 2008, will be brought forth for acceptance at the next Chapter meeting in May.

The following Board of Directors' Reports were discussed at the meeting.

Virginia (Treasurer) was absent and Jim advised the Board that the current bank balance as of March 14 was \$9,994.86. There is one outstanding item from the Fall Conference and that is for \$650 from Information Protection Services. Payments have also been received for advertising in the Chapter's newsletter from Prima and Carroll Consulting.

Brenda Neary (Membership Committee) advised that we now have 53 Chapter members. One new member is in Gander and Brenda will let her know that we are here if she needs any assistance or if she is in town and would like to meet with us.

Brenda also mentioned that if there are any outstanding items or issues that we would like looked into, we should ensure that we have them noted and bring them forth for presentation and discussion for the ARMA Canada Leadership in June.

President Jim advised that he will not be attending the conference in June and, therefore, Brenda put forth the recommendation to the Board that ARMA sponsor Jeanne and Elizabeth to attend the ARMA Canada Leadership in Fredericton, where they will provide a 2-3 minute introduction on our Chapter and activities currently happening with us. In doing so, ARMA Canada will cover their expenses for one night hotel, the fees to change their tickets, and their per diem. Jim accepted and Cheryl seconded this.

Elizabeth Evans (Public Relations) has advised that our Chapter Newsletter must be published five times per year to be eligible for an award. At this time we publish quarterly. She will accommodate this change and reapply for the award next year. This was very disappointing as the Newsletter is super and we feel it could win this award.

Elizabeth also advised that there will be two articles submitted for entry to the next newsletter - one article is from College North Atlantic (CNA) on RIM, and the other is from John Allen of Century 21 Office Equipment & Supplies.

Education Committee (Elizabeth Evans) noted that we are moving forward with an April Lunch

& Learn with Kevin Brooks of Iron Mountain – How to Choose a Records Storage Centre. He was proposing to pay for a room at the Delta Hotel but the price for food was very costly and we weren't sure how many persons would actually be attending. It was decided to hold it at Hydro with lunch being provided by CNIB Catering and the Chapter would be picking up the tab. Iron Mountain advised they will provide some prizes as will Hydro. Elizabeth has requested that Keith Brooks provide us with some details on his topic for our advertising of the L&L.

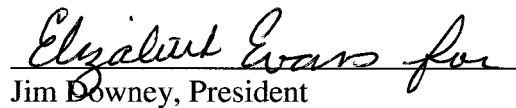
Cheryl (Website Committee) has advised that the website is up-to-date and moving along well. As time permits, new ideas for the site will be forthcoming.

Other Business:

- PIP Day was finalized and we will hold it on April 26 from 9 – 12 at the old train station where Jim Downey works. Iron Mountain will bring their truck to the site and coffee and timbits will be provided. A notice will be sent to the Chapter to promote this to as many as possible, Elizabeth will notify radio stations, and Brenda will get posters finalized for Vanessa to send out to the Members to post wherever possible.
- It was discussed and the Board agreed that signing authority for cheques should now be given to Elizabeth Evans, Vice-President, who will replace Brenda Neary (past President) in that capacity.

The meeting was adjourned until the next regular Chapter meeting on May 15, 2008.


Vanessa King, Secretary


Jim Downey, President