

ARMA - Terra Nova Chapter & Board of Directors' Meeting March 20th, 2008

Present:	Vanessa King	Jim Downey	Brenda Neary
	Cheryl Goulding	Dave Warford	Helen Norman
	Patsey Tremblett	Paulette Bursey	
Absent:	Virginia Connors	Elizabeth Evans	Jeanne Power

Jim Downey welcomed everyone to the meeting and then proceeded to request acceptance of the Chapter Minutes for February 21st, 2008, which had been approved in March. Jim Downey motioned to accept the minutes, and Cheryl Goulding seconded that motion. The following Board of Directors' Reports were presented at the meeting.

Virginia (Treasurer) was absent and no updated was available. Brenda suggested that the Chapter should consider having a budget for each month's activities.

Cheryl (Website Committee) has advised that everything is up to date. She has done some changes and testing. She is currently working toward making improvements to the look of the website. Cheryl advised that she has had some computer issues, but these have been resolved.

Brenda Neary (Membership Committee) reported that the Chapter currently has 45 members, with 2 new members, totalling 47.

Elizabeth Evans (Education Committee) was not present. No update was provided.

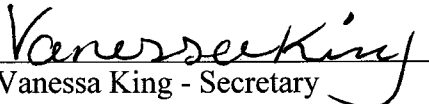
Elizabeth Evans (Public Relations) was not present, but did forward an update to Cheryl. Cheryl advised that Elizabeth would like to put an ad in the Telegram regarding RIM Month 2008. She is waiting to hear from Trevor Taylor on meeting with the Board Members for a picture on this. If he isn't available, Elizabeth has made a request to see if another Minister might be available to do it. It is hoped to get the Board together for picture on Monday or Tuesday. Jim advised he is trying to get the City to proclaim RIM month, as well. Vanessa suggested getting Peter Shea, the Chief Information Officer, to proclaim RIM month.

Other Business:

- Jim received a request from ARMA Canada looking for a list of non-members in the area to send a notification of the Annual Conference in Fredericton. The only non-member list the Board has is from the Fall Conference. The Board will not forward that due to privacy restrictions. Virginia to provide an electronic list of attendees from the Fall Conference. Paulette will update the contact information, and Jim will contact them to advise of the Fredericton Conference.

- ARMA Canada Region Member Recognition Award: Any member in good standing can be nominated. The Chapter must nominate a member. A lot of research into choosing a person is required. Canada will send back twice before accepting any nomination. Cheryl and Patsy to get together and nominate someone.
- Chapter Dues: Jim has received renewal invoice but the Chapter due was included. Jim will bring this issue to leadership in Fredericton. Brenda will create a list of issues for Jim to bring to the Leadership. Jim doesn't think adjusting the dues is needed. Current cost of \$25 is enough. Jim moved to accept to keep dues as is. Patsy seconded the motion.
- ARMA International – Issue with Membership renewal form: Brenda has been in contact with International over issues with the Membership form. There is an alternate form, but need to request it. Brenda to email Chapter letting Members know how to use alternate form for Terra Nova.
- RIM Month Poster: Jim suggested we get school student in the area to have a poster contest. Randomly pick the winner. May spark more interest and recognition of records management to light with the parents. Career days for Junior/Senior high schools. Career fair at the Delta. Too late for the Chapter to do anything for this year. But should plan something for Terra Nova for participation in Education Week 2009.
- PIP Day Planning: Have meeting earlier in April to finalize details for PIP day.
- Combining Lunch & Learns: Kevin Brooks for Iron Mountain is April, and Lori Collins for Shared Drives is in May. Do not combine April Lunch and Learn. Hold April meeting second Wednesday. Jim to host but depends on his vacation schedule.
- New Business:
 - Get help for Elizabeth for the Public Relations and Education Committees. Vanessa to e-mail Chapter asking for volunteers.

The meeting was adjourned until the next regular Chapter meeting in April 2008 being held at City of St. John's.


 Vanessa King - Secretary


 Jim Downey - President