

## ARMA - Terra Nova Chapter & Board of Directors' Meeting May 22<sup>nd</sup>, 2008

Present:	Vanessa King	Jim Downey	Patsy Tremblett
	Brenda Neary	Elizabeth Evans	Jeanne Power
Absent:	Virginia Connors	Cheryl Goulding	Dave Warford

Jim Downey welcomed everyone to the meeting. The following Board of Directors' Reports were presented at the meeting.

Virginia (Treasurer) was absent and no report was available. Elizabeth took a list of questions to ask Virginia when she would be seeing her in a couple days. The questions were regarding the status of the audit, account balance, and a list of attendees from the fall conference.

Cheryl (Website Committee) was absent but Vanessa provided the update. Vanessa informed the Board Cheryl has the website up to date, but asked everyone to double check for mistakes, etc, and let her know of any changes and upcoming events / news.

Brenda Neary (Membership Committee) reported that it appears that the numbers are down, but will double check. Jeanne has agreed to take over membership from Brenda. Brenda and Jeanne to get together to transfer knowledge.

Elizabeth Evans (Education Committee) reported things have been great, mostly due to the Lunch and Learns. Over the summer Elizabeth will contact MUN, to check on getting a speaker. Jim suggested contacting Lorna Crew. Jeanne mentioned that the NL Liquor Corp would like to have someone talk about Records Management and Green Initiatives as good RM promotes less paper, etc.. Elizabeth will contact some recycling places. The Board will possibly increase Lunch & Learn non-member fees for the Fall.

Elizabeth Evans (Public Relations) advised the Chapter that the Newsletter and RIM Month were great places to advertise and get the message out as to what and who we are.

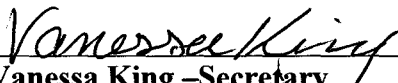
### **Other Business:**

- AGM – June 24<sup>th</sup> at CEI club, BBQ like last year. This date is already booked. Elizabeth will check to change to June 19<sup>th</sup>.
- Board Member nominations – Positions needed, are new Treasurer, Secretary, and 2 Director Positions. Vanessa to send out call for nomination including Chapter Member of the Year
- PIP Day - went great and hopefully we will use same location next year.
- Silent Auction – Every year ARMA Canada Conference requests each Chapter to donate

something. Money is used to support ARMA International. Brenda suggested an NL pendant made by a local artist. Elizabeth to pick up something to make up \$50.

- May Lunch & Learn – Chair rental required \$98.32 & \$200 for lunches (pizza & pop). Elizabeth located the receipt book.
  
- New Business
  - Chapter member of the Year – Vanessa to call for nominations. All votes in by June 8<sup>th</sup>. Nominations closed by Wednesday May 29<sup>th</sup>.
  - ARMA International update – wait until after AGM to send.
  - Membership renewal – hardcopy version in mail is correct. Soft copy wrong. Elizabeth to take membership issues to leadership conference in Fredericton
  - Constitution & Bi-laws – Why do we have to change it? Terra Nova doesn't have to match International. Terra Nova reviews and updates, if necessary. When complete, send to International. Jim to check with International for what they are looking for.
  - Elizabeth – Needs a Chapter report for “Brown Bag” session. Need some questions answered about membership, etc.
  - Brenda – We should bring our issues to ARMA Canada and not International. What are the roles and responsibilities of ARMA Canada?

The meeting was adjourned until the AGM scheduled June 24<sup>th</sup>, 2008 at CEI Club.

  
\_\_\_\_\_  
Vanessa King –Secretary

  
\_\_\_\_\_  
Jim Downey –President