

## **ARMA - Terra Nova Chapter & Board of Directors' Meeting September 18<sup>th</sup>, 2008**

Present:	Vanessa King	Elizabeth Evans	Jeanne Power
	Jean Myrick	Renee Pendergast	Helen Norman
	Paula Bowering	Marguerite Smith	Virginia Connors
	Cheryl Goulding	Patsy Tremblett	
Absent:	Brenda Neary	Jim Downey	

Elizabeth Evans welcomed everyone to the meeting. Did a round table of introductions for new member.

Vanessa King announced Chapter Member of the Year. After a tie between Cheryl Goulding and Elizabeth Evans, then President Jim Downey, and Past President Brenda Neary had to discuss and break the tie. They decided Cheryl Goulding should receive Member of the Year.

Vanessa King also announced, with Jim Downey's recent resignation as Chapter President, Elizabeth Evans became President by acclamation. With that, nominations were received for a new Vice President. With 2 of the 3 nominees declining their nomination, Vanessa announced Renee Pendergast is now that Chapter's Vice President.

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

Jeanne (Treasurer) reported the current chapter balance as of September 2008 is \$9,480.92.

Cheryl (Website Committee) reported the Lunch and Learn poster and Newsletter are posted on the website. Cheryl said she is currently working on some updates. Vanessa will send an email to the Chapter asking if they have anything to post on the site.

Helen (Membership Committee) reported that 46 were on the list. Vanessa said, because of the issues with the renewal forms and Chapter dues, many people drop off the member list, but are still part of the Chapter. Vanessa has approximately 60 people on her Chapter distribution list. Vanessa will send the list of names on her list to Helen.

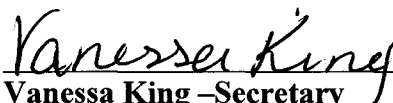
Renee (Education Committee) Lunch and Learn on Access to Information is scheduled for October 6<sup>th</sup>, with Renee as the presenter. Patsy offered to give away a flat screen monitor. Elizabeth will update poster with monitor details and send to Vanessa to circulate to Chapter. Patsy suggested hosting a course for AIIM. She was on a committee before, and will review her items about this. Elizabeth suggested the Chapter use some money for half day Lunch and Learn. She suggested we get a grant to help us get an out of province resource to come in. Patsy agreed to help Renee with Education Committee.

Elizabeth Evans (Public Relations) reported the newsletter is out. She is going to try to solicit some people for articles. Vanessa will check with some Allstream resources if they have anything to contribute.

**Other Business:**

- Elizabeth welcomed everyone back after the summer break.
- Fall Lunch and Learn – Covered under Renee’s Education update
- Vice president position – Vanessa announced at the beginning of the meeting, Renee was elected as VP
- Meeting Locations - October – NL Liquor Corp (after Elizabeth and Jeanne return from conference)
  - November – Cheryl ay Hydro
  - January – Renee at Justice
  - February – Elizabeth at NL Liquor Corp.
- Vegas Donation & Funding – Elizabeth got her funding to go to Vegas, by an applied Grant. International registration is paid for because she registered as an education monitor. NL Liquor Corp donated \$450 plus the week off. All is left to pay for the trip is \$450 that she hoped the Chapter would donate.
- The Vegas ARMA International conference is looking for donations from all Chapters. Looking for a small donation of \$50.
- The Chapter’s signing authority needs to be changed to Jeanne, Elizabeth, and Renee. It is currently Virginia, Dave, and Jim. Virginia will draft the letter for the bank.
- Jeanne will look into getting a P.O box number for the Chapter. That’s better then changing the mailing address with every switch of president.
- Notification must be sent to International of new President and Vice President.

The meeting was adjourned until the October meeting scheduled October 30<sup>th</sup>, 2008 at NL Liquor Corporation.

  
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Vanessa King –Secretary

  
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Elizabeth Evans –President

**ARMA - Terra Nova Chapter Financial Update**  
**Transactions from May 22, 2008 to September 17, 2008**

<b>Date</b>	<b>Particulars</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
22-May-08	Cheque #0395 Brenda Neary - May Chapter Board Luncheon Meeting	43.50		\$ 9,271.83
22-May-08	Cheque #0396 Jim Downey - April Chapter Board Luncheon Meeting	38.92		\$ 9,232.91
23-May-08	BMO Deposit US Cheque #21485 - \$99.25 @ .963		95.58	\$ 9,328.49
23-May-08	BMO Deposit US Cheque #21306 - \$46.78 @ .963 + \$5.00 exchange fee		40.05	\$ 9,368.54
23-May-08	BMO Deposit (4 Cheques and \$25.00 cash from Lunch and Learn, Cheques for \$25.00 Carroll, \$25.00 Prima, \$650.00 John D. Allan and \$160.00 MTS Allstream)		885.00	\$ 10,253.54
28-May-08	Cheque #0397 Elizabeth Evans - Speaker Gifts, PIP Day, Lunch & Learn Food Tray & Board Luncheon	280.60		\$ 9,972.94
30-May-08	BMO Maintenance Fee	6.00		\$ 9,966.94
30-May-08	Pre-Authorized Payment for Order of Business Cheques #401 to #600 plus Deposit Book	104.78		\$ 9,862.16
30-May-08	BMO Branch Transaction Fee (3 items at .80)	2.40		\$ 9,859.76
30-May-08	BMO Pre-Authorized Payment Fee (1 @ .65)	0.65		\$ 9,859.11
30-May-08	BMO Deposit Contents Fee (4 @ .16 / 25 @ 2.10 / 1000	0.69		\$ 9,858.42
10-Jun-08	Cheque #0398 Campbells Rent-alls Ltd. (Rental of 60 chairs for Lunch and Learn)	119.19		\$ 9,739.23
12-Jun-08	BMO Deposit US \$311.05 (3 US Cheques - \$ 173.25, \$49.50 and \$88.30 @ 0.999 - \$5.00 fee)		305.74	\$ 10,044.97
13-Jun-08	Cheque #0401 Jeanne Power - Costs associated with attending ARMA Conference Leadership Meetings in New Brunswick	218.37		\$ 9,826.60
13-Jun-08	Cheque #402 Elizabeth Evans - Costs associated with attending ARMA Conference Leadership Meetings in New Brunswick	253.37		\$ 9,573.23
13-Jun-08	BMO Deposit (\$140 Cash from Lunch and Learn)		140.00	\$ 9,713.23
24-Jun-08	Cheque #0430 Hamilton Hall CEI Club - Terra Nova Chapter Annual General Meeting Dinner (20 people)	382.72		\$ 9,330.51
30-Jun-08	BMO Maintenance Fee	6.00		\$ 9,324.51
30-Jun-08	BMO Transaction Fee (6 @ .80)	4.80		\$ 9,319.71
30-Jun-08	BMO Deposit Contents Fee (14 @ 2.10 / 1000 )	0.29		\$ 9,319.42
31-Jul-08	BMO Maintenance Fee	6.00		\$ 9,313.42

**ARMA - Terra Nova Chapter Financial Update  
Transactions from May 22, 2008 to September 17, 2008**

29-Aug-08	BMO Maintenance Fee	6.00		\$ 9,307.42
17-Sep-08	BMO Deposit (4 US Cheques, \$49.50, \$49.75, \$49.50 and \$24.75)		173.50	\$ 9,480.92
<b>Date</b>	<b>Particulars</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
29-Aug-08	BMO Closing Balance on August 29, 2008			\$ 9,307.42
17-Sep-08	BMO Deposit: (4 US Cheques, \$49.50, \$49.75, \$49.50 and \$24.75)		173.50	\$ 9,480.92
18-Sep-08	<b>Estimated Balance as of September 18, 2008</b>			\$ 9,480.92