



ARMA Terra Nova Chapter Minutes



Monthly Meeting

February 19th, 2010

12:30pm – 2:00pm

Nalcor Energy

Present: Elizabeth Evans Jeanne Power Vanessa King
Helen Norman Cheryl Goulding Renee Pendergast

Absent: Ryan Kelly Sue Taylor Paulette Bursey
Kim Anstey

President, Elizabeth Evans welcomed everyone to the meeting.

Elizabeth requested the acceptance of January 28th minutes.

The Board of Director Reports is as follows:

Jeanne Power (Treasurer) reported the account balance is \$5,434.13. She would like us to request to Leadership that the member name be included when sending dues.

Helen Norman (Membership) reported the Chapter has 50 members. In the past month the Chapter has lost 3 members but gained 2.

Renee Pendergast (Education) reported the last Lunch and Learn went over well. The next Lunch and Learn is scheduled for March 12th at the Confederation Building Conference Room. The presenter will be Joan Mowbray from the Provincial Archives, speaking on GPS in the Archives. The Conference Room can hold 20 people. It would be good to get something bigger, as we tend to get up to 30 people or more for lunch and learns. Renee suggested we do Information Management Olympics for RIM month, everyone agreed this would be a good idea. Cheryl will post FYI notice on our website.

Elizabeth Evans (Public Relations) reported the Newsletter is coming out next month. The Conception Bay South town council invited Elizabeth to a meeting. Elizabeth declined, but they will send some notes and pictures illustrating the new equipment for the Green Office.

Cheryl Goulding (Webmaster) reported everything is updated on the website. Elizabeth will send invite for celebration for Cheryl to post online.

New Business:

- Anniversary Celebrations
 - Unable to get the committee together. Application for grant of \$500 was sent. Waiting for the approval.



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- Helen got a notepad set. \$6.50 each with a total of \$720 plus tax. Everyone agreed to go ahead with the ordering. Get a generic logo for the Chapter to use at other occasions.
- Helen also looked at food prices. The numbers from Lori Hogan were higher than we thought. Lori did suggest someone, Helen sent a request for a quote, but she hasn't gotten anything in return. Decided on a \$1000 budget for food, and \$500 for wine.
- Elizabeth sent a letter to Minister Shawn Skinner for a speaker. She hasn't heard anything back yet.
- Elizabeth checked with Randy and he will be in town and at the event. Randy will call Minister Shawn Skinner, encouraging him to attend.
- Brenda emailed topic to Elizabeth for the May Lunch and Learn for Rick Weinholdt Mid March we need to make the decision on the topic. At next meeting confirm topic and decide if regular Lunch and Learn or half day.
- Celebration event will be at NL Liquor Corporation, and the Lunch and learn will be at Fire and Emergency Services.
- The next Anniversary committee meeting will be early March. Patsy offered to host.

Elizabeth thanked everyone for coming, and concluded the meeting.


Secretary – Vanessa King


President – Elizabeth Evans

Treasurer's report - February 2010

21/01/2010 through 19/02/2010 (in Canadian Dollars)

18/02/2010

Page 1

Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 20/01/2010							5,533.68
21/01/2010	ARMA chequing442		Elizabeth Evans20th anniversary pi...		Gifts Given		-26.46
28/01/2010	ARMA chequing443		Elizabeth EvansJanuary Board me...		Meals & Ent		-22.00
12/02/2010	ARMA chequing		February Lun... Collected at door		Sales		80.00
12/02/2010	ARMA chequing444	S	Elizabeth Evans		--Split--		-59.89
12/02/2010	ARMA chequing445		Lori Hogan February Lunch & ...		Meals & Ent		-71.20
21/01/2010 - 19/02/2010							-99.55
BALANCE 19/02/2010							5,434.13
TOTAL INFLOWS							80.00
TOTAL OUTFLOWS							-179.55
NET TOTAL							-99.55