



## ARMA Terra Nova Chapter Minutes



### Monthly Meeting

January 28<sup>th</sup>, 2010

12:30pm – 2:00pm

NL Liquor Corporation

*Present:* Vanessa King Elizabeth Evans Ryan Kelly  
Kim Anstey Helen Norman Renee Pendergast  
Lori Hogan Brenda Collins

*Absent:* Jeanne Power Cheryl Goulding Paulette Bursey  
Sue Taylor

President, Elizabeth Evans welcomed everyone to the meeting.

Elizabeth requested the acceptance of the November 2009 minutes. Acceptance noted.

*The Board of Director's reports is as follows:*

Jeanne Power (Treasurer) was absent, but Elizabeth reported on her behalf. The Chapter balance is \$5,533.68. Jeanne is retiring March 30<sup>th</sup>, but would like to stay on the Board as Treasurer until the AGM in June. Everyone agreed it would be great to have Jeanne stay until then.

Helen Norman (Membership) reported the Chapter has 49 members and two honorary members. We have lost 2 members. Renee mentioned that the OCIO is now promoting AIIM instead of ARMA, which may be affecting our membership numbers. Elizabeth asked Brenda if other Chapters were having the same issue. Brenda said as far as she knows, no they are not. She said AIIM is more technical and US driven. ARMA has Canada region and more local support.

Renee Pendergast (Education) reported she will be presenting to the new graduates at the college. We do not have a Lunch & Learn scheduled for January, but Brenda will be presenting in February. The topic is still undetermined. Lori Hogan offered her office space to host the Lunch & Learn if needed. Renee also reported there is no Lunch & Learn scheduled for March. April is Records and Information Management month, and we should definitely have a speaker for that month. For May, Rick will be in town for the anniversary celebrations, and we should get him to do a Lunch & Learn or half day session of some sort while he's here. Brenda suggested Robert Bailey for April.

Elizabeth Evans (Public Relations) asked Renee if the college will have a job fair soon. Renee wasn't sure but would check. Elizabeth is working on articles for the next newsletter. Conception Bay South town council going green (paperless). Elizabeth asked the council if it was okay for her to stop by.



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Cheryl Goulding (Webmaster) was absent.

### *New Business:*

- Anniversary
  - At the last committee meeting, January 13<sup>th</sup>, we decided to have the celebrations at NL Liquor Corporation. The price ranges for other venues was an issue. NLC offered their space for free, plus we can bring alcohol in this building, which was limited to others. The parking at NLC is great as well.
  - Renee will do up a notice for Vanessa to send to the Chapter. Elizabeth has a list of other contacts she would like to send the notice to as well, which includes all the past presidents. Renee will also send it to Office of the Information Privacy Commissioner.
  - Renee suggested that Pete Shea should be the guest speaker as past Chief Information Officer.
  - Helen has been collecting prices for food; she is having some difficulty finding hot plates. Lori has gotten them for good prices in the past, so she'll send her information to Helen.
  - Elizabeth needs pictures of past members. Renee will put together a PowerPoint presentation for the event.
  - Helen has a sample logo from Imprint that they used before. We decided to change the font and colors. She also suggested a note pad item she received at a different event.
  
- Elizabeth received an email from ARMA Canada, looking for volunteers from the Chapter to help out/aid during the conference.
- So far it sounds like we'll have a big presence from our Chapter at the Canada Conference in London.

Elizabeth thanked everyone for coming, and concluded the meeting.

  
Secretary – Vanessa King

  
President – Elizabeth Evans

# Treasurer's report - Jan. 2010:2

18/11/2009 through 21/01/2010 (in Canadian Dollars)

19/01/2010

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Date	Account	Num	Description	Memo	Category	Clr	Amount
<b>BALANCE 17/11/2009</b>							<b>5,510.15</b>
19/11/2009	ARMA chequing	437	Elizabeth Evans	November Board ...	Meals & Ent	R	-40.46
30/11/2009	ARMA chequing		Deposit Conte...		Bank Charge	R	-0.47
30/11/2009	ARMA chequing		Service Charge		Bank Charge	R	-8.70
02/12/2009	ARMA chequing	438	Elizabeth Evans	Speaker gift - Dece...	Gifts Given	R	-25.00
02/12/2009	ARMA chequing	439	Western IM	Domain name rene...	Subscriptions	R	-78.75
16/12/2009	ARMA chequing	440	Jeanne Power	Christmas lunch	Meals & Ent	R	-185.82
16/12/2009	ARMA chequing	441	Elizabeth Evans	Gift for Christmas l...	Meals & Ent	R	-11.97
30/12/2009	ARMA chequing		Board Of Com...	Local chapter mem...	Membership ...	R	25.00
30/12/2009	ARMA chequing		December Lu...	Collected at door	Sales	R	140.00
30/12/2009	ARMA chequing		Service Charge		Bank Charge	R	-10.50
31/12/2009	ARMA chequing		Deposit Conte...		Bank Charge	R	-0.48
18/01/2010	ARMA chequing		ARMA Interna...	Escrow cheque	Membership ...		170.53
18/01/2010	ARMA chequing		ARMA Interna...	Escrow cheque	Membership ...		50.15
<b>18/11/2009 - 21/01/2010</b>							<b>23.53</b>

<b>BALANCE 21/01/2010</b>							<b>5,533.68</b>
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<b>TOTAL INFLOWS</b>	<b>385.68</b>
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<b>TOTAL OUTFLOWS</b>	<b>-362.15</b>
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<b>NET TOTAL</b>	<b>23.53</b>
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