



ARMA Terra Nova Chapter Minutes



Monthly Meeting

March 25th, 2010

12:30pm – 2:00pm

NL Liquor Corporation

Present: Elizabeth Evans Vanessa King Cheryl Goulding
Paulette Bursey Ryan Kelly Lori Hogan
Helen Norman

Absent: Renee Pendergast Jeanne Power Kim Anstey
Sue Taylor

President, Elizabeth Evans welcomed everyone to the meeting.

Elizabeth requested the acceptance of February minutes.

The Board of Director Reports is as follows:

Jeanne Power (Treasurer) was absent. No major expenses in the last month, so the balance should be close to the same as last month.

Helen Norman (Membership) was going to be late and so she sent an email reporting we have 50 members and 2 honorary members.

Renee Pendergast (Education) was absent.

Elizabeth Evans (Public Relations) reported she received good feedback from the article on the CBS Town Council. The clerk didn't realize ARMA existed. She suggested we check with other organization that are doing the same thing, going paperless.

Cheryl Goulding (Webmaster) reported everything is up to date. She posts things as they are sent to her.

New Business:

- Anniversary
 - Patsy confirmed Red Oak will be catering. It is costly but it'll be worth it.
 - Paulette is putting together a list of external contacts to send the invitation to. She should have it sent to Vanessa by the end of the week.
 - Carman Carroll will be hosting the reception
 - By April 1st, we should have sent out a request for sponsorships for some giveaways
 - Helen confirmed the Imprint order. She has the quote and Elizabeth will do a cheque.
- RIM Month



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- Elizabeth will contact Iron Mountain. It went great last year, and should do the same, by keeping it at NLC. Elizabeth will promote it on VOXM.
- Project Management Session
 - It will be a half day session, costing \$25. This will help recover some cost of the celebration.
 - There will be hands outs.
 - Brenda sent a blurb about what the sessions will cover. It needs to be put in the poster. Vanessa will do this.
 - Some snacks and refreshments will be offered.
 - Paulette suggested if there is a big response to have two sessions.
 - The poster will be sent out the first week of April.
- Other
 - There was an email from ARMA International on the Education Monitor Policy.
 - Elizabeth was approached by the Office of the Chief Information Officer to hold a conference in the Fall. Kim Porter asked that it be added to our agenda. The OCIO are under the assumption the Chapter has more capabilities than it does for receiving payments, etc, and finances. Elizabeth will respond that we can't do it all, but we can partner to some extend.

Elizabeth thanked everyone for coming, and concluded the meeting.


Secretary – Vanessa King


President – Elizabeth Evans