



# ARMA Terra Nova Chapter Minutes



## Monthly Meeting

May 13<sup>th</sup>, 2010

12:30pm – 2:00pm

NL Liquor Corporation

<i>Present:</i>	Elizabeth Evans Paulette Crowley Cheryl Goulding	Renee Pendergast Brenda Prowse Helen Norman	Vanessa King Sue Taylor Ryan Kelly
<i>Absent:</i>	Jeanne Power	Kim Anstey	

President, Elizabeth Evans welcomed everyone to the meeting.

Elizabeth requested the acceptance of April minutes.

*The Board of Director Reports are as follows:*

Jeanne Power (Treasurer) was absent. Elizabeth reported the balance is \$4,203.17 as of April 22<sup>nd</sup>.

Helen Norman (Membership) reported we have 56 members, including the 3 honorary members. In the last month we lost one member and gained another.

Renee Pendergast (Education) reported she cancelled the May Lunch and Learn. There was a lot going on, and we had a good year, plus the Conference was at the end of the May. We will start the Lunch and Learns again in September. Most of our resource and contacts have been tapped out. Use summer to get new ideas and contacts.

Elizabeth Evans (Public Relations) reported she is currently working on the newsletter for June. It is going to be a big one because she will wrap up the year on it. She needs to re-cap PIP day, IM Olympics, Anniversary, PM Course. Helen suggested applying for ARMA Canada award for newsletter. Elizabeth has tried, and has served on the committee for it, but our newsletter does not have the content required to be considered for the award.

Cheryl Goulding (Webmaster) reported there were some server problems. Our site was overlooked during a server changeover, but after some interactions with our provider, we are back up and running. She will meet with Patsy in June to discuss a re-vamp to the website to make it more presentable and user-friendly. There was a request made to Cheryl regarding the posting of an advertisement on our website, which would provide us with an annual payment to the Chapter. It appears to be a company that does matchups with host sites. Cheryl is contacting the company for more information prior to making any commitments. The company name is MoreDigital and is home-based in the UK.



# ARMA Terra Nova Chapter

## Minutes



### *New Business:*

- Letter from Shelley Smith
  - Elizabeth read a letter sent to the Chapter from the Executive Director of Information Management at the Office of the Chief Information Officer. She congratulated the Chapter on its 20<sup>th</sup> anniversary, and encouraged people to join ARMA.
  
- Silent Auction Item
  - Helen has the \$50 silent auction for the London Conference. It's a pen made from a moose antler.
  
- AGM
  - Looking at AGM to be June 24<sup>th</sup>. Renee will check with the College to see if we can use the Bistro Café for the AGM. Vanessa suggested pot luck to save money. Everyone agreed.
  
- Member of the Year
  - Voting should close by June 11<sup>th</sup>. Nominations will close May 21<sup>st</sup>. This should give enough time to order plaque, which requires two weeks.
  
- Board Nominations
  - Nominations for Treasurer, Secretary, Vice President and President will close June 11<sup>th</sup>. Will vote for these at the AGM. Membership, Public Relations, Education, and Website Directors are appointed positions, and do not required voting.
  
- PIP Day
  - Turned out great this year. 29 vehicles showed up. Many returned from last year. The new participants heard about it on the radio. IPS did a great job, but the location wasn't as good as last year. Need a more central location in the city. Lessons learned for next year.
  
- Anniversary
  - Worked out great. There was a high cost for it, but it was worth it. Total cost was \$3, 531.15. There was a good turn out with approximately 30 people. We were surprised and impressed that Minister Shawn Skinner stayed for the full event.
  
- Project Management Sessions
  - 31 people showed up, and so far 30 people are paid. Couldn't figure out who hadn't paid, but now it's figured out. Made \$646.39 + the outstanding \$25.
  
- Chapter Visit



## **ARMA Terra Nova Chapter Minutes**



- Brenda Prowse will make a Chapter visit. Elizabeth handed around responses to some questions for the Board to review. See attached. Some additions were suggested.

Elizabeth thanked everyone for coming, and concluded the meeting.

  
Secretary – Vanessa King

  
President – Elizabeth Evans

## Treasurer's report - April 2010

13/03/2010 through 22/04/2010 (in Canadian Dollars)

22/04/2010

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Date	Account	Num	Description	Memo	Category	Clr	Amount
<b>BALANCE 12/03/2010</b>							<b>5,596.49</b>
23/03/2010	ARMA chequing	447	Ryan Kelly	March Lunch & Le...	Meals & Ent		-94.48
23/03/2010	ARMA chequing	448	Imprint Specia...	Calendars	Anniversary C...	R	-812.47
25/03/2010	ARMA chequing	449	Elizabeth Evans	March Board meeti...	Meals & Ent		-32.82
28/03/2010	ARMA chequing		Service Charge		Bank Charge	R	-6.90
08/04/2010	ARMA chequing	450	Rick Weinholt	1/2 of speaker ticket	Anniversary C...		-516.80
15/04/2010	ARMA chequing	451	Helen Norman	Gifts for Rick Wein...	Anniversary C...		-100.01
15/04/2010	ARMA chequing	452	Elizabeth Evans	April Board meetin...	Meals & Ent		-43.16
21/04/2010	ARMA chequing		ARMA Interna...	Escrow cheque	Membership ...		151.32
22/04/2010	ARMA chequing	S	March Lunch ...	Collected at door	--Split--		62.00
<b>13/03/2010 - 22/04/2010</b>							<b>-1,393.32</b>
<b>BALANCE 22/04/2010</b>							<b>4,203.17</b>
<b>TOTAL INFLOWS</b>							<b>213.32</b>
<b>TOTAL OUTFLOWS</b>							<b>-1,606.64</b>
<b>NET TOTAL</b>							<b>-1,393.32</b>

# Itemized Categories - YTD

01/01/2010 through 22/04/2010 (in Canadian Dollars) (Cash Basis)

22/04/2010

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Date	Account	Num	Description	Memo	Clr	Amount
<b>EXPENSES</b>						<b>-1,429.28</b>
<b>Anniversary Celebration</b>						<b>-1,429.28</b>
23/03/2010	ARMA chequing448		Imprint Specia...Calendars		R	-812.47
08/04/2010	ARMA chequing450		Rick Weinholt	1/2 of speak...		-516.80
15/04/2010	ARMA chequing451		Helen Norman	Gifts for Rick...		-100.01
<b>OVERALL TOTAL</b>						<b>-1,429.28</b>



### Budget

The proposed budget for the 20<sup>th</sup> anniversary celebrations is provided in the table below. The total cost to host the celebration is estimated to be ~

Activity	Cost
Gift for Speakers	101.69
Food for Event Red Oak	1468.72
Wine for Event	196.70(wine) + 23.19(pop) 219.89
Airline cost for Rick	516.80
Hotel and per diem	546.36 + (279.95) (75 per diem + 54.95)
Facilities	no charge
20 <sup>th</sup> Anniversary Tokens	812.47
ARMA pin	25.08
Cake	50.00
Gift bags and wrap	10.17
Revenue	-500.00 US
Subtotal	4031.13
Total	3531.13



## Chapter Visit Report

Name:  
Position:  
Date:  
Chapter: Terra Nova

In what ways is the chapter doing well?

The Board is one that works well, membership has increased, we continually offer educational sessions and other sessions of interest. We have continued to get support for events from our sponsors

What financial safeguards are in place, i.e., two signatures, two reviews of the bank statements, etc.?

Two signatures are required for cheques.

In what ways does the chapter need to improve?

More support from the government with regard to paying membership and support to attend events.

What additional resources are needed?

We would be able to have better educational opportunities if it did not cost us so much to have speakers come to the province. If other chapters are willing to share costs to have speaker come would be great. If ARMA would increase the cost of the speaker assistant grant this would be great, if ARMA could have someone once a year who would go the chapters to offer an educational session would be great.

Outcome(s) of visit: