



ARMA Terra Nova Chapter Minutes



Monthly Meeting

November 18th, 2009

12:30pm – 2:00pm

Elections NL

Present: *Elizabeth Evans* *Renee Pendergast* *Vanessa King*
 Jeanne Power *Helen Norman* *Sue Taylor*
 Patsy Tremblett

Absent: *Cheryl Goulding* *Ryan Kelly* *Kim Anstey*
 Paulette Burse

President, Elizabeth Evans welcomed everyone to the meeting.

Elizabeth requested the acceptance of September 17th, 2009 minutes.

The Board of Director Reports is as follows:

Jeanne Power (Treasurer) reported the account balance is \$5,519.75. Jeanne mentioned we aren't making any money on the Lunch & Learns. In fact we are losing money. Elizabeth suggested we charge members \$5 while non-members remained at \$10. Renee suggested this might cause some members to question their benefits of being apart of the Chapter. With that she mentioned brown bag lunches. Everyone agreed this would be a good idea, and to start incorporating this in the New Year.

Helen Norman (Membership) reported we have 48 members plus 2 honorary members. We received one new member this month. Helen reported the Chapter has lost many members from the Oil and Gas Industry. It seems these people are losing the support from their managers to join or renew with ARMA. Elizabeth suggested Helen should check with Debra Downing at Canada Newfoundland Labrador Offshore Petroleum Board for guidance.

Elizabeth received an email from someone indicating they will be in the province soon, and is interested in the Chapter as they have been involved in other Chapters of ARMA. Elizabeth passed this email to Helen, for her to follow up.

Renee Pendergast (Education) reported the past two lunch and learns went over really well, with a great turn out. The next session is scheduled for December 2nd; the location is to be determined. The topic will be implementing an IM Strategy 101 by Wayne Gray of the Department of Finance, which has one of the most successful IM programs in Government. Other possible sessions for the New Year could be Brenda Collins, possibly someone on the Health Information Management Act, as well as someone on Project Management.



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Elizabeth Evans (Public Relations) reported the next newsletter will be going out in December. Vanessa will put together a list of non members from the last Lunch and Learn, and send to Helen.

Cheryl Goulding (Webmaster) was absent.

New Business:

- Christmas Gift Exchange
 - Mama Soula's is available on the 15th or 17th of December. Elizabeth will tentatively book for the 15th, and Vanessa will check with the chapter to see if this date is Ok with the majority of people. There will be a \$15 gift limit on the gift exchange. Renee will do up a poster for Vanessa to send to the Chapter.
- Update on 20th Anniversary Celebrations
 - The committee has decided on May 4th 4-7:30 for the celebration. A tentative schedule of speakers and presenters has been arranged. Paulette is checking with some prices including Glenn Denning golf course.
 - It will cost roughly \$3,000 including a possible \$500 grant from International.
- Items from Teleconference
 - Elizabeth has a call with Brenda Collins on October 26th to discuss what ARMA Canada has planned.
 - See the attached for discussion notes
- Lunch and Learn Review
 - Covered under Education report.
- New item from Renee
 - Renee would like someone from the Chapter to present to the first year Office Admin students to help them decide which field they would like to go into. Many of them do not know what Information Management is. The board agreed this would be a great opportunity, and could potentially tie this into Records and Information Management month in April.

Elizabeth thanked everyone for coming, and concluded the meeting.


Secretary – Vanessa King


President – Elizabeth Evans

Treasurer's report - Nov. 2009

18/09/2009 through 18/11/2009 (in Canadian Dollars)

13/11/2009

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Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 17/09/2009							5,971.91
30/09/2009	ARMA che...		Service Ch...		Bank Charge	R	-6.00
01/10/2009	ARMA che...		October Lu...	Collected at door	Sales		90.00
01/10/2009	ARMA che...	432	S Elizabeth E...	Sept. meeting + ...	-Split-		-195.99
06/10/2009	ARMA che...	433	Elizabeth E...	ARMA Int'l Silen ...	Gifts Given		-45.19
29/10/2009	ARMA che...	435	Elizabeth E...	ARMA Int'l Lead...	Education		-324.95
02/11/2009	ARMA che...	434	Jeanne Po...	ARMA mailbox	Postage an...		-141.25
04/11/2009	ARMA che...		November ...	Collected at door	Sales		130.00
04/11/2009	ARMA che...	436	Elizabeth E...	November Lunc...	Meals & Ent		-186.21
09/11/2009	ARMA che...		ARMA Inter...	Escrow cheque	Membershi...		201.60
09/11/2009	ARMA che...		ARMA Inter...	Escrow cheque	Membershi...		25.83
18/09/2009 - 18/11/2009							-452.16
BALANCE 18/11/2009							5,519.75
TOTAL INFLOWS							447.43
TOTAL OUTFLOWS							-899.59
NET TOTAL							-452.16

Minutes

Presidents MEETING (VIA TELECONFERENCE)

Monday Oct 26, 2009

**3:00 p.m. Atlantic, 2:00 pm Eastern, 1:00 pm Central,
12:00 noon Mountain, 11:00 am Pacific**

Attendees –

Sandie Bradley-Mountain Coordinator, Valdene Wager-Central Coordinator, Bernita Cogswell-Region Manager, Brenda Collins - Eastern Coordinator, Fred Wideman-Secretary/Treasurer, Ivan Saunders-Director of Conferences, Leonora Casey-Webmaster, Jolynne Guillet - Director of Marketing,

Chapter Presidents

Alan Doyle (Vancouver) Elizabeth Evans (Terra Nova), Fred Coakes (Winnipeg), Irene Gelyk (Toronto), Jon Weston (Van. Island), Kathy Stewart (Atlantic), Kathy Major (Calgary), Natalie Nadon (Ottawa), Margaret Shane (Edmonton), Wendy Francis (Southwest Ontario), Sarah Mamer, (Saskatchewan) Ann-Marie McIsaac

Optional Attendees –**Tom Killam**

Regrets Alain Desrosiers (Montreal), Courtney Bayne, Sheila Taylor- Director of Conference Program, Steve Neilly-Western Coordinator

1. Call to order & Welcome

2. Roll Call and adoption of Agenda

3. ARMA Canada Strategic Plan – Highlights

In August 2009 the Region team met with a facilitator to develop a strategic plan for the Canada Region. Out of that meeting the Region Team agreed on 7 objectives, highlighted below. The final report will be posted on the Region Website as soon as available.

1. Foster development of standards and best practices that Canadian organizations require
 - Identify 2 subject areas
2. Support sustainability and success of healthy chapters
 - Coordinator annual visits, develop grant structure, membership growth, speaker list, online registration.
3. Provide networking opportunities
 - Increase Conference Attendance, broaden audience
4. Provide self-development opportunities
 - Increase # of sessions at conference, promote CRM, Develop RIM online basics
5. Solidify Internal Administration, Governance & Leadership & fiscal responsibility
 - Job descriptions for team, succession planning
6. Develop strategy for advocacy and commentary on RIM issues
 - Develop a list of experts, speaker list

7. To make transparent decisions and take transparent actions
- post minutes, audited financial statements and report to Chapter Presidents twice a year

4. 2013 Conference

- ARMA Canada Region has been very successful with the annual Conference where numbers of attendees has been growing – now up to 450. Now have a dilemma – where we now have to hold the annual conference at Conf. Centres in order to accommodate the increased numbers
- With Conference Centres there is usually only one in most cities. This increases costs considerably. This limits the ability to negotiate meeting space, food, and hotel room rates. We are now in the very early stages of negotiating a contract for the 2012 joint Conference hosted by VI and Vancouver. Preliminary prices for food are exorbitant (ex. \$30 pp excluding taxes and gratuities for Breakfast from the Victoria Conference Centre). There is the possibility to maybe have the conference in Nanaimo. We will look at this, if not we will have minimal negotiating room in Victoria.
- For the past number of years the conference has been pretty well going East, West Central and Mountain Pacific.
- In order for us to be able to negotiate with Conference Centres/hotels and keep the conference registration affordable and continue to offer breakfast, lunches and nutrition breaks we are going to change the Conference Site Selection process so that cities are competing for the conference.
- We will be going in a West, Central, East, Mountain/Pacific pattern starting with the 2013 Conference. The Western Region (Winnipeg, Saskatchewan and Edmonton) will be asked to submit letters of interest to the ARMA Canada Region to be the host of the 2013 Conference. If none of these chapters are interested it will then go to the Eastern Region (Montreal, Toronto, SWO and NCR Ottawa). Going with this pattern will allow chapters within a similar economic region to submit their interest to host the conference. This way for example Ottawa would not be in competition with Fredericton where there is a difference in venue prices, food, etc. Fredericton would compete with Halifax, PEI and Terra Nova.
- In order to facilitate an early assessment of the likely conference costs in any interested Chapters in the selected host Region, any letters of interest would need be received by ARMA Canada by January 15th so that the Region Manager, Conference Director, Region Coordinator, Region Chapter Presidents and others could determine the relative costs and merits of holding the conference in the interested host cities.
- If none of the potential host chapters and cities in the first selected Region offered opportunities for ARMA Canada to secure a good financially affordable conference location in any given year, expressions of interest would then be solicited from Chapters in the next eligible Region.

5. Grant Program – ARMA Canada has setup a Grant Committee (Steve Neilly (chair) , Fred Wideman, Brenda Collins, Irene Gelyk, Katherine Chornoboy) that will be developing a grant structure tied to the Region's strategic initiatives. Final list of grants not completed but will include grants to support leadership, membership growth, promotion ARMA, as well as a special project grants. Criteria and selection process will be posted on the Region website. Suggestions from the Chapter Presidents are welcome.

6. Financial – Chapter Finances - two signatures on checks and chapters must have two people with online access to your account

7. Event Registration System –

ARMA Canada has committed to provide an online registration and payment system for the Canadian Chapters. The cost to setup and ongoing fees will be covered by the Region. Credit card fees will be the responsibility of the chapters. At this time it looks as if each chapter will have to setup a merchant account for there chapter. The Canada Region Treasurer will assist in this and will provide a procedure manual and policies around the use of the registration system.

8. Websites – website hosting from International should be available within 6 months, chapters can opt in or out.

9. Two Pay Plan

For ARMA Membership can pay in two installments

10. Branding - ARMA

Some of Chapters continue to refer to Association of Records, Managers and Administrators. If you have on website or materials please remove this phrase.

11. Chapter Meeting Minutes and Newsletters

Forward Chapter meeting minutes and newsletters to Region Coordinators and Region Manager.

12. Other

Leadership Academy – encourage to participate
Chapter Leaders access only, in future will be available to all at a cost.

Chapters incorporated as Association of Records Managers and Administrators – are not required to change legal name. – Tom Killam

Photographs for slide show on Canada Website – forward to Leonora.

Kathy Major from Calgary offered chapters to participate in Webcasting of events demonstration

University of Alberta – is looking at a Masters of Information Management
Sandie is looking for information about online courses in RIM

13. Adjournment