



## **ARMA - Terra Nova Chapter Board of Directors Meeting April 12, 2007**

|          |                 |              |                  |
|----------|-----------------|--------------|------------------|
| Present: | Brenda Neary    | Vanessa King | Elizabeth Evans  |
|          | Cheryl Goulding | Diane Slade  | Patsy Tremblett  |
|          | Jim Downey      | Dave Warford | Virginia Connors |
|          | Jeanne Power    | Lisa Downey  | Helen Flynn      |
|          | Sara Dooley     | Sandra Tulk  | Mary Piccott     |
|          | Sue Duke        |              |                  |

Our meeting was held at The Rooms and we had 16 members in attendance. As we were finishing lunch, Brenda asked everyone to give their name and company as there were some new faces at the meeting.

The Minutes of the March 15, 2007 meeting were read and accepted by Sue Duke and seconded by Jim Downey.

Virginia (Treasurer) noted that she has not yet received the February Report Bank Balance, but up to April 12 the Chapter's balance is \$7,050.77.

Brenda (Membership) announced that there are now 40 members in our local Chapter. That being said she expressed concern with losing members due to the online membership application forms where members are not getting signed up for the local Chapter when they sign up for ARMA International. They need to be revamped. It was suggested that maybe ARMA Canada could accept local members' payments and then they take the responsibility of ensuring that International receives these payments. At this time, Jeanne Power asked Brenda to check on her local dues.

Patsy Tremblett, Jason (Patsy's co-worker), and Sue Duke met and discussed the Terra Nova Chapter website. A spec has been created in HTML format for easier updating and modification. Patsy will send out a sample template to the Chapter to view and comment on with responses / comments going directly to Patsy.

Elizabeth Evans (Public Relations) attended an appreciation luncheon on March 28 at CONA. This was a showing of thanks to organizations, including our Chapter, for their donations to Scholarship funds for a student in the Records Management field. Our Chapter donated \$500 again this year. Elizabeth mentioned that Debbie Hanlon was a speaker that night and also commented that the food served was excellent.

Elizabeth submitted a draft Chapter Newsletter to the Board for review and approval. It was agreed that it was an excellent idea. When the website is completed, Elizabeth will include the newsletter in the website.

Sue Duke (Education Committee) has suggested doing a couple of webinars for future upcoming Lunch and Learn sessions. Patsy also suggested getting Kim Anstey from "Finally Organized" to give a talk at a future Lunch and Learn session. One of her topics is, "How long does it take to find a record?" Sue is looking into this, as well as other possibilities for future Lunch and Learns and the Fall Conference.

Cheryl will give Vanessa King's e-mail address to Sue for a contact regarding Vanessa and her colleague doing a future Lunch and Learn session on Retention Schedules (or other topic) in May or possibly the Fall Conference. Other possibilities for sessions for the Fall Conference were discussed. Cheryl will check the Chapter records to locate information Mary had regarding organizing the conference, lunches, registration, getting speakers / topics, getting exhibitors. Mary advised that Dave Rudofsky had usually looked after getting the exhibitors and handling their fees charged which were usually 10% of roof revenue. Cheryl will send these details to Brenda and Sue to start the planning process for the conference.

Sue notified the Board of Directors that it was time to review and book space for the Fall Conference. Brenda will call some hotels and obtain pricing to present at next Chapter meeting.

Brenda confirmed with Iron Mountain, in regards to shredding of personal documents for PIP Day, that it is a go. They will open their facility to the public to shred up to 3 banker boxes of personal information per person. Coffee will be provided and Dave, Cheryl, Brenda, Virginia, and Patsy have volunteered to be on hand to welcome people at Iron Mountain located at 45 Sagona Avenue in Mount Pearl. This service is being held in conjunction with Records and Information Month during April.

Virginia was to review the Chapter Constitution and Bi-laws and compare with ARMA Canada's to determine if we can have Chapter Bi-laws outside of the International and Canada. This was carried forward to next meeting.

Brenda mentioned the RIM Month and PIP Day posters and that the final version of the PIP Day poster will be sent out to the Chapter early next week for posting. We should let our companies know that RIM Month is an internationally recognized month for promoting information managers and their profession. As well, Brenda has made arrangements for advertising for RIM Month on all radio stations, the website, and cable television.

#### **Other Business:**

- The Lunch & Learn session for April 19, to be held at Newfoundland and Labrador Hydro, was discussed. Details have been finalized.
- Cheryl will organize number of attendees, table setup in the room, some prizes, and arrange the luncheon via the cafeteria at Hydro Place.
- Virginia and Jim will handle taking money from non-members at the door as well as ensuring that each attendee has their name on a piece of paper for prize drawings.
- Diane will draw for the prizes.
- Elizabeth will do the introduction of the guest speaker, Elizabeth Hunt, and also prepare a framed Certificate of Thanks for her.
- Brenda will pick up a gift certificate at Chapters as a token of thanks for our speaker.

The meeting adjourned and the next meeting will be held on May 17, 2007.

*Cheryl*

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Cheryl Goulding – Secretary

*Brenda Neary*

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Brenda Neary - President