

**ARMA - Terra Nova Chapter
Board of Directors Meeting
March 15, 2007**

Present: Brenda Neary Vanessa King Elizabeth Evans
 Cheryl Goulding Diane Slade Patsy Tremblett
 Jim Downey Dave Warford Virginia Connors

Absent: Sue Duke

The Minutes of the January 18, 2007 meeting were read and accepted by Virginia Connors and seconded by Dave Warford.

Virginia (Treasurer) gave the March 2007 Treasurer's Report Balance for the Chapter as \$7,114.59.

Brenda (Membership) reviewed an e-mail from ARMA International detailing a membership recruitment campaign. Brenda to send ARMA International some local company information where they could search for new members.

The local Membership is currently noted at 32 members, but the e-mail group list for the Chapter has had 7 names removed, according to the list from ARMA International. This may be that the names dropped from local to just the International list due to a lapse in payment to the local Chapter. Cheryl will update the e-mail list and speak with Brenda to confirm.

Brenda mentioned that renewal notices still do not adequately advertise local chapter dues. Jim Downey confirmed he found the same thing. Brenda is waiting for a response from ARMA International.

Brenda, along with Elizabeth, spoke about courses offered online at the ARMA website which are free for members and your credits count towards your CRM. We should ensure that the Membership is aware of this invaluable free resource. Brenda to send notification to members in regards to training available on ARMA International web site.

The Education Committee update was deferred as Sue Duke (Education) wasn't present for this meeting.

Brenda discussed the CONA Scholarship Sponsorship that our Chapter supports annually. There will be an appreciation luncheon on March 28. Brenda asked if someone from the Board would represent the Chapter. Elizabeth Evans (Public Relations) has volunteered to go again this year.

Patsy (Website) has determined that our local website could be better managed if it was revamped and then maintained from that point. She will look into this and advise at next meeting.

New Business:

Now that Household Movers has been taken over by Iron Mountain, Brenda will check to see if we can, again for PIP Day, organize and offer free shredding of personal documents.

The Lunch & Learn session for April 19, to be held at Newfoundland and Labrador Hydro, was discussed. Our speaker is Elizabeth Hunt of Eastern Health. It was agreed that a charge of \$5 for non-members will be requested. Brenda will organize the lunch once we have confirmed the number of attendees. Elizabeth (Public Relations) will do an invitational notice for the L&L and Cheryl will review and together will ensure that it is posted and e-mailed. We will fine tune any further details at the next meeting on April 12.

Vanessa King (Allstream) has volunteered and agreed to do a presentation for a May Lunch & Learn session on Retention Best Practices and Elizabeth Evans volunteered to hold this session at the Newfoundland and Labrador Liquor Corporation.

Virginia volunteered to take on the challenge of reviewing the Constitution and will note any recommendations or changes required and present them to the Board.

Brenda will be attending the annual ARMA Canada Conference this year to be held in Winnipeg in June and asked if anyone has any comments or requests she could take to the Membership for some answers / direction. She has also volunteered as speaker assistant in order to save the chapter the registration fee.

Brenda spoke about the need to add a new bi-law to the local Chapter to allow honorary membership if we are not going to follow the ARMA International criteria for allowing honorary members. We need to determine the criteria for this.

The meeting went smoothly and many topics were discussed and action items assigned. We had time to have a general discussion in regards to segment that was on the NTV news. There was an incident of a shredding company not following proper procedures when destroying documents. The outcome of the discussion confirmed the importance of witnessing the destruction of sensitive documents.

The meeting adjourned and the next meeting will be held at The Rooms on April 12, 2007.

Action Items

- Brenda to send notification to members in regards to training available on ARMA International web site
- Elizabeth Evans to attend appreciation luncheon March 28 at CONA
- Patsy Tremblett to touch base with Sue in regards to best strategy to take in regards to the Chapter web site
- Brenda to check with Iron Mountain in regards to shredding of personal documents for PIP day.

- Brenda to send Elizabeth details for Lunch and Learn
- Elizabeth to do invitational notice for Lunch and Learn
- Virginia to review constitution and bi-laws and compare with ARMA Canada's. Also understand if we can have chapter bi-laws outside of the International and Canada.
- Cheryl and Dave to confirm details of next meeting.
- Brenda to notify Sue with regard to Vanessa King's offer to do the next Lunch and Learn.

Cheryl

Cheryl Goulding – Secretary

Brenda Neary

Brenda Neary - President