



ARMA - Terra Nova Chapter Board of Directors Meeting May 17, 2007

Present:	Brenda Neary	Elizabeth Evans	Joanna Cull (CONA student)
	Carman Carroll	Cheryl Goulding	Diane Slade
	Patsy Tremblett	Jim Downey	Virginia Connors
	Jeanne Power	Sara Dooley	Keith Quigley
Absent:	Sue Duke		

The May Chapter meeting was held at Cabot Place and there were 12 members in attendance. Brenda asked everyone to give their name and company represented as again there were some new faces at the meeting. Cheryl read the Minutes of the April 12 meeting and they were accepted by Virginia Connors and seconded by Jim Downey.

Virginia (Treasurer) gave Cheryl (Secretary) a copy of the current Treasurer's Report for the Chapter records. It was noted as \$5,908.38 for period ending May 16, 2007.

Brenda (Membership Committee) announced that she has received a cheque for \$475 from ARMA International for money inadvertently not credited to our Chapter for new members. Our Chapter currently has a membership of 42 paid members. International has assured us that the invoicing process has been improved to show local Chapter dues paid. However, Brenda will continue to watch new memberships carefully.

Sue Duke (Education Committee) was absent, therefore, this report has been deferred to the next meeting.

Elizabeth Evans (Public Relations Committee) has reviewed all comments received from the members regarding the new Chapter Newsletter which was presented to the members at the last meeting. A comment on the layout was brought forth and it was agreed that the layout looked great and is ready to go to production. Elizabeth will include the newsletter in the new revamped Terra Nova Website as soon as that goes live.

Patsy Tremblett (Website Committee) has reviewed comments and any recommended changes for the newly revamped Terra Nova Chapter Website. Brenda has advised Patsy that the website should now go live and updates / changes will be done on an ongoing basis.

Brenda gave out several lists for prices of rooms and food menus at the Holiday Inn for the members to consider for the Fall Conference.

Cheryl located some information in the Chapter files on the previous Fall Conference which will give us some guidelines to plan for the 2007 Fall Conference. These were passed on to Brenda.

Virginia provided copies of Bi-laws from 3 other Canadian Chapters for Jim Downey and Cheryl Goulding to review. A meeting is planned for June 6 at 12:30 pm at Jim's place of work – CN

Station. They will try to determine how the Chapter should proceed with creating its own by-laws, as well as update any outdated or questionable Articles, etc..

Cheryl gave a brief update of the successful Lunch and Learn held at Hydro Place on April 19. There were 40 persons in attendance. The guest speaker was Elizabeth Hunt from Dr. H. Bliss Murphy Cancer Centre. There were lots of great prizes and food available, as well as a lot of very positive feedback on this session.

PIP Day was held on April 28 at Iron Mountain in Mount Pearl. There weren't a lot of customers which was possibly due to not advertising in The Telegram this year and also the RNC and RBC held the same function earlier in the month. Next year Virginia suggested that possibly we could look at the mobile shredder being utilized in a different location. Overall improvements for next year will be on the table for consideration.

The Membership agreed on a date for the Fall Conference as being either November 1 & 2 or November 22 & 23, depending on when we can get the hotel booked. Brenda will look into this. A motion was put forth to hold the conference at the Holiday Inn and this was unanimously accepted. Carman Carroll noted this and seconded by Elizabeth Evans.

We had a discussion regarding volunteers for various committees for the Fall Conference. The first volunteer was for the Chair of the conference. No one felt quite comfortable to take on the task. It was suggested that possibly Mary could be notified and asked if she would once again loan us her expertise for this position. If she could not do this, we will put the request out to the rest of the Chapter for a volunteer. Cheryl will send Mary this request for her consideration.

Patsy to contact Dave Rudofsky and ask him if he would be interested in helping with the Fall Conference which would include booking exhibits / sponsorships, vendor shows, and invoicing. Patsy will check into how coffee breaks are determined.....it was thought that the vendors would decide the times for the breaks.

We discussed speakers for the sessions and Carman Carroll suggested possibly bringing in an outside speaker as the Chapter now has some extra funds at this time to enable this. He also suggested requesting Bernita Cogswell, the ARMA Eastern Co-ordinator for the Atlantic Provinces, to co-ordinate a visit to our Chapter at the same time as our Fall Conference and participate as a speaker. (No action required for AGM meeting, conference task assignment only)

Brenda and Diane volunteered to check into the logistics for the conference – microphones, any equipment rentals, food, transportation for speakers, etc.. (No action required for AGM meeting, conference task assignment only)

Virginia and Cheryl volunteered for setting up and taking the Registration. (No action required for AGM meeting, conference task assignment only)

Also, Patsy and Sara volunteered to look after the speaker gifts. (No action required for AGM meeting, conference task assignment only)

Carman Carroll volunteered for the Education Committee and Sue was delegated to work with him. They will look into topics and speakers surrounding the theme of the conference. (No action required for AGM meeting, conference task assignment only)

Elizabeth volunteered for the Public Affairs Committee and will determine a theme for the conference.

The June AGM was discussed and Patsy has suggested holding it at The Bungalow in Bowring Park for Thursday, June 14. She will look into the cost for holding an early supper – 4:30 pm. It was agreed that this would be a great way of Chapter networking and having fun at the same time.

Nominations for Vice President and one Board of Director will be up for voting in June. Brenda will step down in June after serving as President since June 2004. Jim Downey will assume these duties in June, but won't officially start until September 2007.

Other Business:

A discussion on using webinars for a Lunch and Learn was raised and also whether they can be opened to include non-members.

Cheryl brought forth notification that we seek nominees for Chapter Member of the Year. Cheryl to look into this and send out an e-mail including the necessary information to the Membership. The person receiving this award will be announced at the AGM in June.

The meeting adjourned and the next meeting will be the AGM held in June 2007.

ACTION ITEMS

Patsy Tremblett - website will now go live and include updates and additions

Virginia, Cheryl and Jim - Bi-Laws update - They will try to determine how the Chapter should proceed with creating its own bi-laws, as well as update any outdated or questionable Articles.

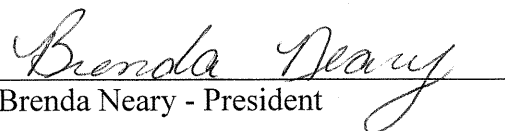
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Cheryl Goulding – Secretary



Brenda Neary - President