

**ARMA - Terra Nova Chapter
Board of Directors Meeting
January 18, 2006**

Present:	Brenda Neary	Sue Duke	Elizabeth Evans
	Cheryl Goulding	Diane Slade	Patsy
Absent:	Virginia Connors	Jim Downey	Dave Warford

Due to unforeseen circumstances and the weather, the meeting's agenda wasn't followed exactly as planned. Also, a couple of the members had to leave early due to other commitments, therefore, their action items were identified early in the meeting. The Minutes of the November 16th, 2006 meeting, were not read at this time.

Elizabeth Evans (Public Relations) gave an update on getting our Chapter's name out to the public. She presented a document containing prices and examples of areas and themes for advertising in the St. John's Board of Trade.

Patsy Tremblett, our newest member, will also check, and get some feedback, on another place of interest where we can advertise our Chapter.

Unfortunately, we didn't have time to review the Constitution as planned. A copy of the Constitution had been presented to each member at the November meeting, as well as one was e-mailed to Dave Warford, as he had requested. Brenda had asked everyone to review it and note any recommendations or changes at the next meeting. This will be put over until the next meeting.

Sue Duke compiled a list of several ideas for Conference talks and Lunch & Learns. Cheryl will compile an e-mail, which will include this list, send it out to the Chapter and request their feedback. We would like to find out which ones the majority of the Chapter is most interested in for presentations this year. Cheryl to forward the results to Sue Duke for tallying. To finalize results by January 26.

Patsy Tremblett will going to check to see if Tower Software will sponsor a Lunch & Learn session.

As Virginia wasn't present at this meeting, Brenda read the balance of the Chapter statement for January 15, 2007, as \$7, 025.34.

The number of Chapter members as of January 2007 was noted by Brenda as 33(?). Also included are three new members since December 2006. Patsy Tremblett will check with a Tower Software employee who may also be interested in becoming a member.

The Christmas luncheon was a great success with 17 members in attendance. It was held at the Emerald Palace on Wednesday, December 12. A fee of \$5 was charged to each member and our Chapter picked up the rest of the tab. Our Secret Santa was good to all as each person received a small gift from him.

Dave Warford had advised Cheryl that he is hoping to hold the March 2007 meeting at The Rooms and Jim Downey had advised that he is looking at possibly holding the April 2007 meeting in at St. John's City Hall. Both will confirm at a later date.

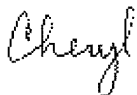
Brenda to talk to Jim Downey to confirm if he will be going to the ARMA Conference in Winnipeg June 2007. She would like one of them to be present at this conference on behalf of our Chapter.

New Business:

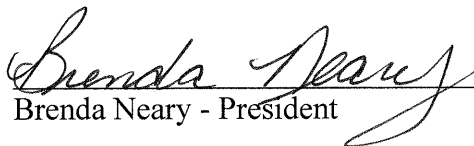
Time didn't permit us to review the Chapter Bylaws at this meeting. Brenda is requesting for someone to take a lead role on this item when time permits discussion.

Brenda is looking into getting Patsy Tremblett to take a role in our local Chapter website. Patsy has mentioned that she will approach an employee (Jason?) with Prima to see if he would take this job.

Cheryl advised the Board that she will be in Florida and will not be present at the February 2007 Chapter meeting. Arrangements for taking minutes of that meeting to be determined.



Cheryl Goulding – Secretary



Brenda Neary - President