



ARMA Terra Nova Chapter Minutes

Annual General Meeting

Date: June 13, 2013

6:00pm – 9:00pm

Location: Smitty's Family Restaurant, Mount Pearl

Present: Vanessa King, Ryan Kelly, Jessica McDonald, Ashleigh Reid, Helen Norman, Rhonda Guay, Tim Summers, Paulette Crowley, LeeAnn Coady, Melissa Snow, Sue Taylor, Patsy Tremblett, Virginia Connors, Brenda Prowse, Jean Myrick

President, Vanessa King welcomed everyone to the meeting. Everyone paid Jessica. We accepted the April minutes and also the AGM minutes from 2012.

The Board of Director Reports is as follows:

Treasurer: Report attached.

Membership: Helen reported we opened the year with 73 members and closed with 64 members. This includes 3 honorary members and 6 brand new members. We lost a few people due to retirement. Helens full report is attached.

Education: Melissa reported the following:

Education update for the past year:

Fall Bienniell

Jesse Wilkins - ECMP

Sue Duke - Knowledge Management

Panel Discussion - Virginia Connors, Debra Downing and Don Hynes

Mark Baldwin - Dale Carnegie

Education Program 2013 - 2014

Fall

September - Shelly Smith - Social Media

October - tour of CNLOPB facility

November - up for discussion

December - Christmas Social

Winter

TBD

Public Relations: Paulette thanked LeeAnn for doing a great job with the newsletter. PIP/Shred day went very well and the numbers were up from last year.



ARMA Terra Nova Chapter Minutes

Webmaster: Tim reported that the website is currently up-to-date with the exception of a couple of pages. Tim is looking into new software and price.

New Business:

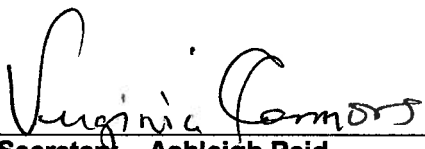
- Chapter E-mails
 - Hosting services is \$70/year for our own domain name. This includes 100 e-mail accounts.
 - Vanessa suggested having 1 account for each board position.
 - Tim also suggested that everyone have the same password in case someone is on holidays and another person needs to backfill that position.
 - Vanessa passed out the e-mail policy to be added to them minutes (attached)
 - Vanessa suggested the webmaster as a back-up.
- Year in Review
 - 97 people at the Biennial Conference. We received great feedback from the conference stating the speakers were great.
 - Content Management Course – we received a major discount but the course was rushed since it was only a 1 day session.
 - Lunch-n-Learns – Panel was the biggest success.
- Summit Review
 - Vanessa said they learned a lot about what other chapters are doing
 - Received a schedule of fees
 - Other chapters say they have the same success as our chapter
 - ARMA Canada representatives were on hand and spoke about the following ARMA Canada items:
 - ARMA re-organization there will only be 3 chapter regions.
 - Bernita Cogswell is retiring as Region Manager and Jolynne Guillet is taking over.
 - There was no awards banquet but they did have an extended lunch.




ARMA Terra Nova Chapter Minutes

- Conference Update
 - 2 members were chosen for awards
 - Member Recognition Award – Patsy Tremblett- Di Nillo
 - Distinguished Member Award – Elizabeth Evans
 - Vanessa read both letters which were submitted with the application for each award. Both letters are attached.
 - Both members spoke after receiving the awards.
- Member of the Year was awarded to LeeAnn Coady
- Board Member of the Year was awarded to Helen Norman
- The new Board of Directors for the coming year is:
 - President – Vanessa Canning
 - Vice President – Ryan Kelly
 - Treasurer – LeeAnn Coady
 - Education – Melissa Snow
 - Secretary – Virginia Connors
 - Membership – Helen Norman
 - Directors at Large – Jessica McDonald & Paulette Crowley
 - Past President – Paulette Crowley
 - Webmaster – Tim Summers
- Brenda Prowse spoke to close out the meeting

Vanessa thanked everyone for coming, and concluded the meeting.

for 
Secretary – Ashleigh Reid


for President – Vanessa Canning

Treasurer's report - 2012-13

01/09/2012 through 30/06/2013 (in Canadian Dollars)

12/06/2013

Page 2

Date	Num	Description	Memo	Amount
14/11/2012	540	Rhonda Guay	Pizza for Meeting	-44.04
14/11/2012	538	Helen Norman	Gift for Auction	-67.78
14/11/2012	539	Vanessa King	Lunch for Meeting	-13.07
30/11/2012	550	Jessica McDonald	Pizza for Monthly Meeting	-39.26
14/11/2012		Department Of Justice		175.00
14/11/2012		TAB Canada		1,000.00
14/11/2012		Office Of The Information And Privacy Commi...		175.00
14/11/2012		Intelledox		2,000.00
14/11/2012		Research And Development Corp.		325.00
14/11/2012		PRIMA Information		800.00
14/11/2012		Advanced Education And Skills		175.00
14/11/2012		Innovation, Business & Rural Developement		175.00
14/11/2012		Innovation, Business & Rural Developement		325.00
14/11/2012		Office Of The Chief Information Officer		750.00
30/11/2012		House Of Assembly		175.00
30/11/2012		Office Of The Cheif Electoral Officer		600.00
30/11/2012		Department Of Justice		600.00
30/11/2012		Department Of Justice		600.00
30/11/2012		Department Of Justice		300.00
01/11/2012 - 30/11/2012				4,485.73
BALANCE 30/11/2012				7,825.33
14/12/2012		Bank Of Montreal	Returned Item Fee. Mistake by Bank...	-7.00
17/12/2012	DEP	ARMA International		187.20
31/12/2012	DEP	ARMA International		67.83
14/12/2012		Bank Of Montreal	US Cheque returned. Mistake by ban...	-200.00
28/12/2012		Bank Of Montreal	US Cheque returned. Mistake by ban...	-75.00
28/12/2012		Bank Of Montreal	Return Item Fee. Mistake by bank. fi...	-7.00
30/12/2012		Service Charge		-13.16
31/12/2012	ATM	Moneris	Preauthorized Payments	-35.79
13/12/2012		ARMA Terra Nova	Money Collected for Christmas Dinner	160.00
01/12/2012 - 31/12/2012				77.08
BALANCE 31/12/2012				7,902.41
24/01/2013		Bank Of Montreal	Returned Cheque. Error by bank	-133.33
24/01/2013	DEP	Lunch And Learn	January Lunch and Learn	45.00
28/01/2013	DEP	ARMA International		47.95
28/01/2013	DEP	ARMA International		167.83

12/06/2013

Treasurer's report - 2012-13
01/09/2012 through 30/06/2013 (in Canadian Dollars)

Date	Num	Description	Memo	Amount
28/01/2013	DEP	ARMA International		167.83
28/01/2013	DEP	ARMA International		35.96
25/01/2013	DEP	ARMA International		125.93
25/01/2013	DEP	ARMA International		44.10
07/01/2013	551	Melissa Snow	Expenses for ECM Training Course	-118.27
16/01/2013	553	AIIM	Jessie Wilkins - ERM Course - AIIM	-3,925.45
24/01/2013		Bank Of Montreal	Return Item Fee. Mistake by bank.	-7.00
24/01/2013		Bank Of Montreal	Return Item . Mistake by bank.	-50.00
24/01/2013		Bank Of Montreal	Return Item fee . Mistake by bank.	-7.00
02/01/2013		Moneris	Payment Fee	-20.00
02/01/2013		Moneris	Payment Fee	-29.60
07/01/2013	552	East Side Mario's	Christmas Lunch	-425.83
29/01/2013	556	Sue Taylor	Lunch and Learn - January	-106.77
24/01/2013	555	Helen Norman	Speaker gift	-22.58
18/01/2013	554	Vanessa King	Pizza for meeting	-55.32
07/01/2013		Department Of Education		900.00
07/01/2013		Department Of Government Services And Land		300.00
07/01/2013		Government Purchasing Agency		350.00
07/01/2013		Service NL		150.00
07/01/2013		Public Service Commission		175.00
07/01/2013		College Of The North Atlantic		775.00
07/01/2013		College Of The North Atlantic		175.00
07/01/2013		Ann Marie McIsaac		150.00
07/01/2013		Innovation, Business & Rural Developement		750.00
07/01/2013		Innovation, Business & Rural Developement		250.00
16/01/2013		Community Access Program		250.00
16/01/2013		Human Resources Secretariat		250.00
16/01/2013		Executive Council - Voluntary and Non Profit ...		250.00
16/01/2013		Department Of Government Services And Land		250.00
28/01/2013		Memorial University Of Newfoundland		300.00
28/01/2013		Human Resources Secretariat		175.00
01/01/2013 - 31/01/2013				1,183.45
BALANCE 31/01/2013				9,085.86
28/02/2013		Bank Of Montreal	Mistake Fixed	28.00
28/02/2013		Service Charge		-8.30
01/02/2013		Moneris	Payment Fee	-20.00
01/02/2013		Moneris	Payment Fee	-57.79

12/06/2013

Treasurer's report - 2012-13
01/09/2012 through 30/06/2013 (in Canadian Dollars)

Date	Num	Description	Memo	Amount
28/02/2013		Cabinet Secretariat		450.00
01/02/2013 - 28/02/2013				391.91
BALANCE 28/02/2013				9,477.77
28/03/2013		Service Charge		-9.00
01/03/2013		Moneris	Payment Fee	-20.00
01/03/2013		Moneris	Payment Fee	-29.60
01/03/2013 - 31/03/2013				-58.60
BALANCE 31/03/2013				9,419.17
01/04/2013		Moneris		-20.00
01/04/2013		Moneris		-29.60
30/04/2013		Service Charge		-8.00
01/04/2013 - 30/04/2013				-57.60
BALANCE 30/04/2013				9,361.57
01/05/2013		Moneris		-20.00
01/05/2013		Moneris		-57.79
08/05/2013	DEP	ARMA International		73.50
08/05/2013	DEP	ARMA International		73.50
08/05/2013	DEP	ARMA International		220.50
01/05/2013 - 31/05/2013				289.71
BALANCE 31/05/2013				9,651.28
05/06/2013	DEP	ARMA International		44.10
03/06/2013	DEP	ARMA Canada PEI Chapter	Towards Spring Summit Costs	142.00
03/06/2013	558	Vanessa Canning	Spring Summit NB - Flights for Vane...	-550.74
03/06/2013	562	Melissa Snow	Spring Summit NB Expenses	-86.22
03/06/2013	557	Ashleigh Reid	Lunch and Learn - March	-50.17
03/06/2013	559	Vanessa Canning	Lunch and Learn - April	-44.34
03/06/2013	560	Jessica McDonald	PIP Day - Coffee/Muffins	-77.17
03/06/2013	561	Vanessa Canning	Lunch and Learn and Summit	-460.61
03/06/2013	564	Melissa Snow	Lunch and Learn - May	-116.32
05/06/2013	DEP	Lunch And Learn	May Lunch and Learn	90.00
03/06/2013	563	Helen Norman	Conference (Saskatoon) Gift	-56.44
03/06/2013		IPS - SGS Laser		900.00
03/06/2013		Cabinet Secretariat		250.00
01/06/2013 - 30/06/2013				-15.91

12/06/2013

Treasurer's report - 2012-13
01/09/2012 through 30/06/2013 (in Canadian Dollars)

Date	Num	Description	Memo	Amount
BALANCE 30/06/2013				9,635.37
OVERALL TOTAL				4,901.99
TOTAL INFLOWS				24,340.80
TOTAL OUTFLOWS				-19,438.81
NET TOTAL				4,901.99

Terra Nova Chapter ARMA

Year End Report on Membership

June 13, 2013

The Terra Nova Chapter began the year with 73 Members. We ended the year with 64. Three of the 73 are honorary. They are Randy Cooper, Bill Moores and Dave Rudofsky.

Throughout this period we lost 19 of our members, some of whom I understand retired. We also gained 6 brand new members, people who were never involved before and 3 members rejoined after a short lapse.

Our Chapter is 64 strong and they represent the following industries:

1. Government of NL 34% down from 47% last year
2. MUN/Colleges 11% up from 8% last year
3. Oil and Gas 14% down from 15% last year
4. Crown Corporations 14% up from 8% last year
5. Consultants 9% up from 8% last year
6. Students 6% up from 3% last year
7. Honorary 3%
8. Municipalities 6% up from 3% last year
9. Other 6% up from 4% last year.

New members this year have come from the Crown Corporations, Consultants, Memorial University, Students and Other industries.

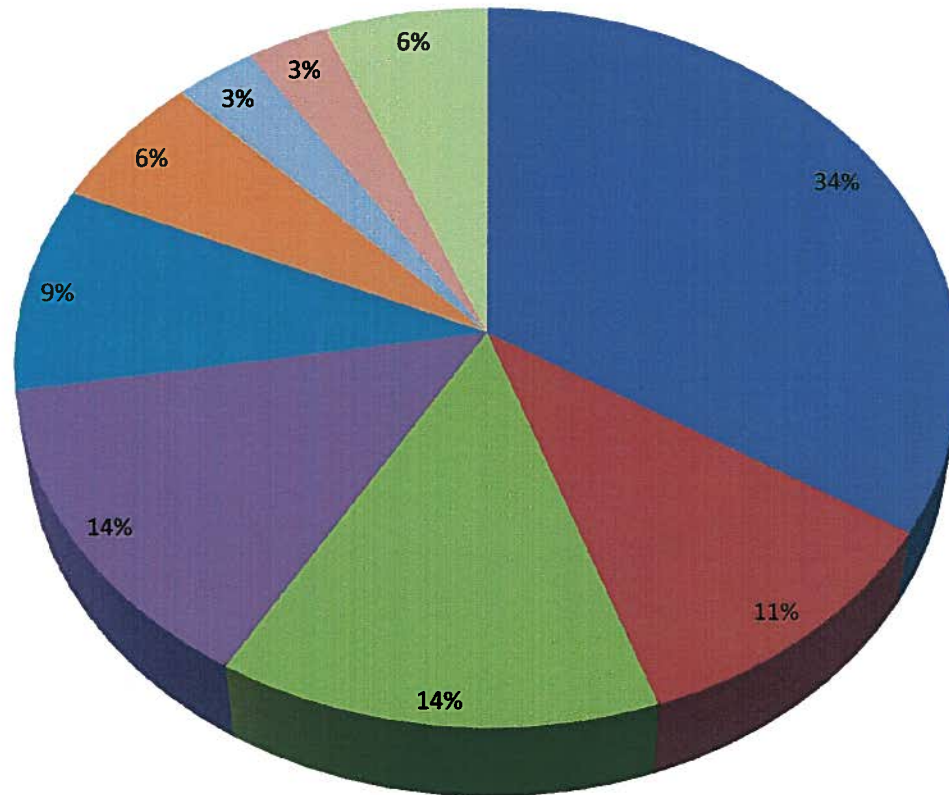
I have thoroughly enjoyed being your Membership Director for the past five years and look forward to another prosperous year in 2012-2013. If anyone has any questions or concerns, I am always available to discuss.

Helen Norman

Membership Director

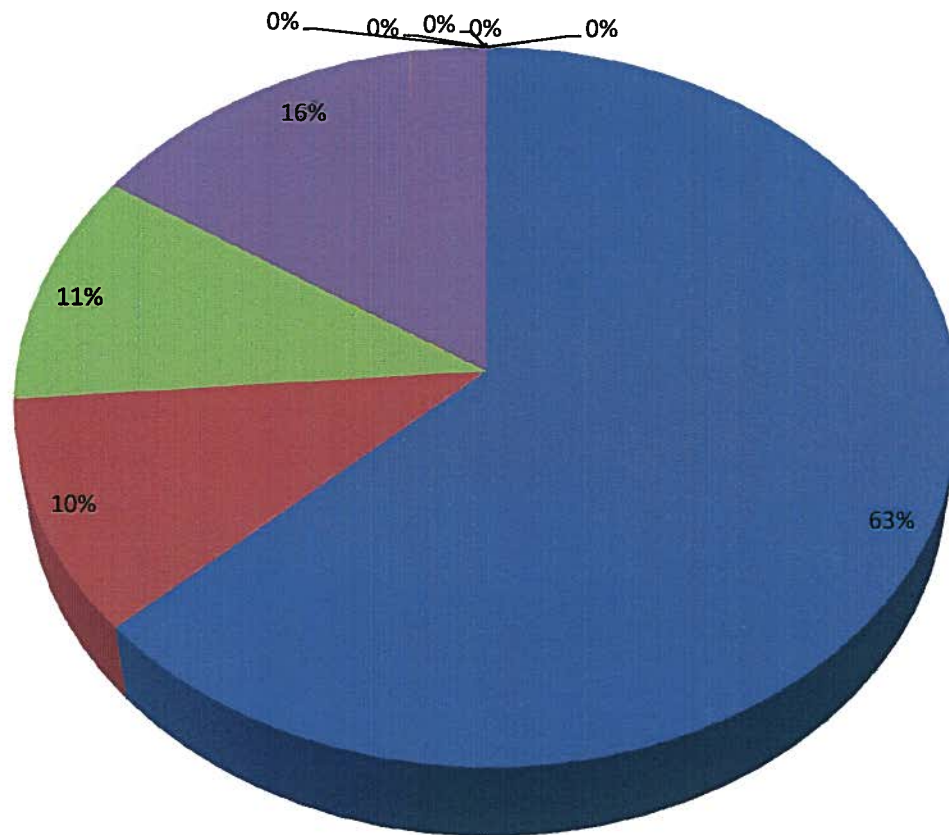
ARMA Terra Nova Members by Industry

- Government of NL
- MUN/College
- Oil and Gas
- Crown Corporations
- Consultants
- Students
- Honourary
- Municipalities
- Other



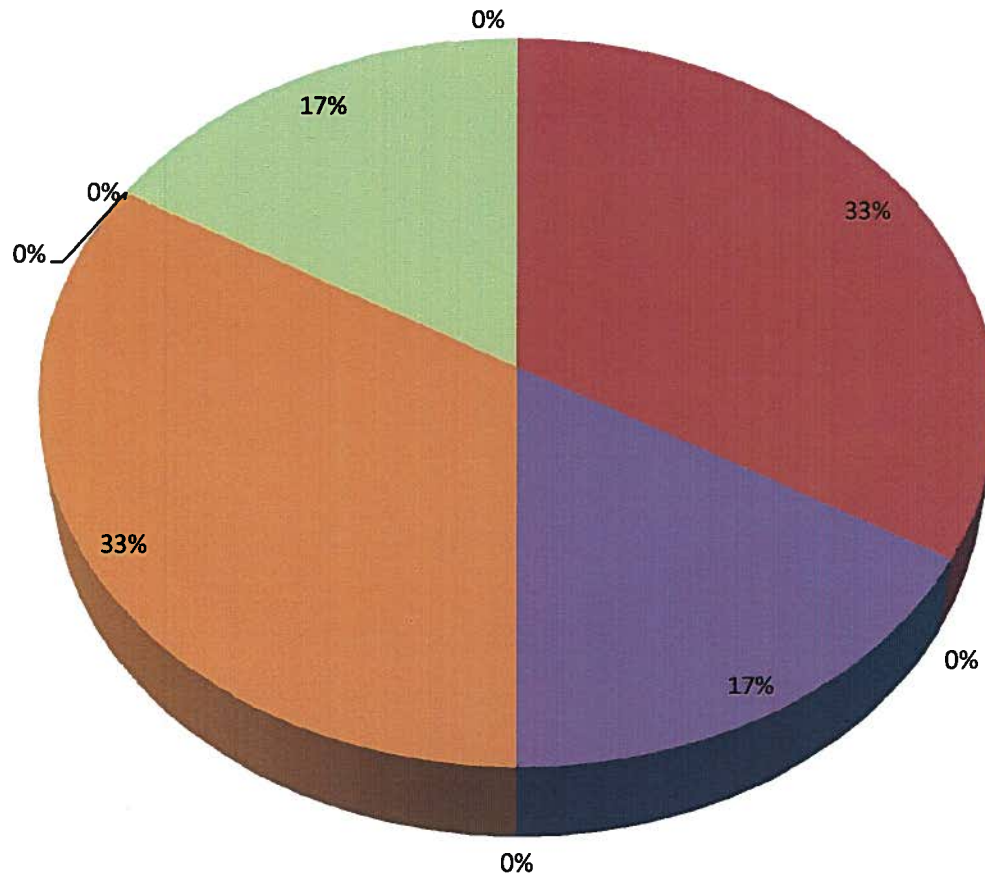
ARMA Terra Nova Members that cancelled in 2013

- Government of NL
- MUN/College
- Oil and Gas
- Crown Corporations
- Consultants
- Students
- Honourary
- Municipalities
- Other



ARMA Terra Nova Members that joined in 2013

- Government of NL
- MUN/College
- Oil and Gas
- Crown Corporations
- Consultants
- Students
- Honourary
- Municipalities
- Other



12/06/2013

Treasurer's report - 2012-13
01/09/2012 through 30/06/2013 (in Canadian Dollars)

Page 1

Date	Num	Description	Memo	Amount
BALANCE 31/08/2012				
12/09/2012	532	College Of The North Atlantic	Annual Scholarship	4,733.38
30/09/2012		Service Charge		-500.00
12/09/2012	533	Ryan Kelly	Mailbox Rental	-8.00
01/09/2012 - 30/09/2012				-158.20
				-666.20
BALANCE 30/09/2012				
17/10/2012	DEP	ARMA International		4,067.18
17/10/2012	DEP	ARMA International		167.83
17/10/2012	DEP	ARMA International		167.83
17/10/2012	DEP	ARMA International		35.96
30/10/2012		Service Charge		47.95
31/10/2012	ATM	Moneris	Preauthorized Payments	-12.00
16/10/2012	535	PRIMA Information	Conference fees for President	-566.84
16/10/2012	534	Ashley Reid	Pizza for Meeting	-398.00
16/10/2012		**VOID**Balance Adjustment		-46.02
17/10/2012	536	Ryan Kelly	Quicken 2012	0.00
01/10/2012 - 31/10/2012				-124.29
				-727.68
BALANCE 31/10/2012				
30/11/2012		Service Charge		3,339.60
14/11/2012	541	Holiday Inn	Payment for Fall Conference	-20.80
14/11/2012	542	Ryan Kelly	Chocolate Gift Basket	-5,313.73
14/11/2012	543	Vanessa King	Prizes and Supplies	-113.00
14/11/2012	544	Imprint Specialties	Conference Binders	-613.14
14/11/2012	545	Anatoliy Gruzd	Speaker	-2,279.49
14/11/2012	546	Info Access Consulting Group	Speaker - Katherine Chornoboy	-568.55
30/11/2012	549	Holiday Inn	Room for Speaker	-741.38
13/11/2012	DEP	Moneris	VISA Paymnets Deposited - Confere...	-327.03
30/11/2012	ATM	Moneris	Preauthorized Payments	4,175.00
13/11/2012	DEP	Moneris	Settlement	-523.00
20/11/2012	DEP	Moneris	Settlement	300.00
21/11/2012	DEP	Moneris	Settlement	500.00
21/11/2012	DEP	Moneris	Settlement	250.00
22/11/2012	DEP	Moneris	Settlement	500.00
27/11/2012	DEP	Moneris	Settlement	250.00
30/11/2012	DEP	Moneris	Settlement	750.00
			Settlement	250.00

1.0 Introduction

ARMA International is a not for profit professional association and the authority on governing information as a strategic asset. ARMA Terra Nova is a subsidy chapter of ARMA International. The ARMA Terra Nova Chapter was established in 1990 by a group of individuals with the common interest of pursuing a professional approach to records and information management. The mission of ARMA International and the Terra Nova Chapter is to provide education, research, and networking opportunities to information professionals, to enable them to use their skills and experience to leverage the value of records, information, and knowledge as corporate assets and as contributors to organizational success.

To carry out its mandate, ARMA Terra Nova has reached an agreement with GoDaddy hosting services to host the Chapter's webpage www.armaterranova.org. As a part of this agreement, it includes the availability of email accounts registered to the domain name *armaterranova.org*.

2.0 Purpose

The ARMA Terra Nova Email Policy establishes guidelines to govern the creation, use, maintenance of email accounts created under the domain name *armaterranova.org*. It ensures the records created and received by these accounts are used in accordance to the ARMA International Mission Statement, as well as the ARMA Terra Nova Chapters' by-laws.

3.0 Scope

This policy applies to all individuals and volunteers of the ARMA Terra Nova Chapter, who have been elected by their peers, and fellow members of the Terra Nova Chapter to work on behalf of and in the best interest of the Chapter.

4.0 Policy Statement

All email accounts must be created and assigned only with approval from the ARMA Terra Nova Chapters' Board of Directors.

The Chapter has ownership of all accounts created under the *armaterranova.org* domain name, and all records contained within the accounts.

All email messages must be conducted in accordance to the ARMA International Code of Conduct, and the Commitment Acknowledgement agreement signed by all members of the ARMA Terra Nova Board of Directors.

All email accounts created under the domain name *armaterranova.org*, are not permitted to hold personal emails of the assignee, and must be used for public and chapter interactions.

All email addresses must be created with the position name and not an individual's name. Example: *secretary@armaterranova.org*.

The creation, maintenance and support of the accounts will be the responsibility of the Chapters Webmaster.

In situations where the assignee of an account is away, and information contained with that account is required, the Webmaster will hold secondary access and forward the information accordingly. In case of the Webmasters account, the President will hold secondary access.

As Board Members change, the previous assignee will relinquish access to the account. The Webmaster will archive the messages contained within before providing access to the new assignee. The new assignee will reset the password and notify the Webmaster.

5.0 Responsibilities

It is the responsibility of the elected officer of the ARMA Terra Nova Chapter to maintain their assigned email account and contained messages in accordance to this policy, and in the best interest of the Chapter, and ARMA International.

The ARMA Terra Nova Webmaster will hold final responsibility of all email accounts, and provide support to the accounts, and the assignees when required. It is also the responsibility of the Webmaster to hold secondary access to each account in emergent situations where warranted, and in the absence of the assignee. The Webmaster also holds the responsibility to ensure this policy is accurate and up to date, and suggest reviews and revisions in accordance to section 6.0 of this policy.

6.0 Review and Revisions

This policy will be reviewed every four years and will be updated as required. Incidental revisions which may be required from time to time will be made in a timely manner as necessary and submitted for approval to the ARMA Terra Nova Chapter Board of Directors.



ARMA Terra Nova Chapter Minutes

Distinguished Member Award

When file folders excite you; when your constant thoughts include classification and retention; when you constantly come up with new ideas that promote your records department; when you are proficient in your document management system; and when your knowledge of RIM is greater than the information available on the ARMA website, we can only be describing one person, Elizabeth Evans.

Elizabeth has been an extremely active member of ARMA since 2002. She presently holds the title of Records Manager with the Newfoundland and Labrador Liquor Corporation where she has developed 8 records retention, schedules, she is responsible for bi-monthly newsletters and holds bi-annual lunch and learn sessions. She has spent more than 15-years in the RIM profession; holding other management positions for the Newfoundland and Labrador Department of Fisheries and Newfoundland Hydro.

Elizabeth is a mentor to all members of the ARMA Terra Nova Chapter. It has been her leadership skills, dedication and her integrity that has helped the Terra Nova Chapter to become the prosperous 69 member strong group that we are today. She has held multiple positions including two terms as President. It was her major initiative that brought the Terra Nova Newsletter back to life.

A born teacher, Elizabeth is very personable and easy to approach. Whether you are new to RM or have worked in the profession for years she is always there willing to teach you what she knows. Elizabeth is presently studying for her Information Management Post Diploma through distance education. She wants people to be aware of records management and how its benefits

Elizabeth has excelled at providing innovate ways to bring our Chapter together that included a major celebration of 20-years of the ARMA Terra Nova Chapter in May of 2010. Although no longer a Board Member, Elizabeth is still extremely active. Recently she spoke on an Open Line Radio Show promoting our Chapter's yearly Free Shredding Day.

Whenever you have a question, when you are confused and do not know where to turn regarding standards and guidelines related to records management or just career advice just call Elizabeth, she is there to help each and everyone one of us. She always has the right words of encouragement to make anyone feel better and driven in any circumstances. She has the rare ability to light the fire under anyone especially when it can sometimes grow dim. **On behalf of the Board of the Terra Nova Chapter of ARMA I would like to nominate Elizabeth Evans for the Distinguished Member Award 2013.**



ARMA Terra Nova Chapter Minutes

webinars, and conferences, as well as focused skills training in public speaking, high impact presentations and time management programs offered by Dale Carnegie.

ARMA Terra Nova chapter members and have come to rely on Patsy for her unwavering support in the local information management community. Her constant giving spirit does not go unnoticed.

If you're looking for an individual worthy of receiving a Member Recognition Award, and are looking for an individual who is dedicated, passionate, focused, and extremely generous, Patsy Tremblett- Di Nillo is that person.



ARMA Terra Nova Chapter Minutes

Member Recognition Award

We can think of no one more deserving of ARMA's Member Recognition Award than Patsy Tremblett- Di Nillo. Patsy has been an ARMA member for over ten year and has served on the ARMA Terra Nova Chapter Board of Directors.

Patsy was born in Bonavista, Newfoundland. Always a go-getter, driven to be the best she could be at any and all of her endeavors. Patsy left Newfoundland and moved to Toronto at the tender age of sixteen to earn a business degree. In 1995, her entrepreneurial spirit, together with her determination and drive, led her to establish Prima Information Solutions in St. John's, Newfoundland and Labrador. Since starting Prima over eighteen years ago, it has grown to be a leading expert in the field of Records and Information Management in Eastern Canada. To further that growth, Prima opened an office in Toronto, Ontario in July 2009 to serve clients in Central and Western Canada.

Leadership has been described as "a process of social influence in which one person can enlist the aid and support of others in the accomplishment of a common task". This definition exemplifies the woman who is Patsy Tremblett-Di Nillo. Patsy is a true leader, always there to motivate and innovate. She leads by example, both in her professional life and in her personal life. Through good and bad times, she has and continues to work tirelessly and lend support to whomever and whatever needs her. So, how does all this lead to a nomination for ARMA's Member Recognition Award?

Dedication – Patsy's dedication to the advancement of Records and Information Management is first and foremost in her business, her contributions are endless. As a business person, and not a Records Manager herself, Patsy has been able to broaden the awareness of records management within the province of Newfoundland and Labrador and the rest of Canada. At Prima, Patsy employs a staff of approximately thirteen people. Of these, approximately forty percent are ARMA members, and include local chapter board members as well as an ARMA International Board member. The staff's involvement in ARMA often requires substantial amounts of time. Patsy fully supports her team's participation and encourages their involvement. She gives freely of her time, her staff time, and monetary resources through corporate sponsorship of ARMA events, as required. This includes staff attendance at monthly board meetings, the ARMA Canada Regional Conference, the ARMA International Conferences, and other ARMA related events and travel. Although some may say this is a large sacrifice for an employer to make, Patsy would enthusiastically say "it is all an investment in my team and for the greater good".

The importance of continued education in the field of records and information is another thing that Patsy recognizes and supports. Patsy provides her staff with the chance to avail of every professional development opportunity possible and offers unique team building exercises too. This includes information management related coursework,