

Minutes – ARMA Terra Nova Chapter



Meeting: Board of Directors	Location: Conference Room A, West Block, Conf. Bldg.			
Date: Thursday, April 17, 2014	Time: 12:30 PM			
Attendees: Ryan Kelly, Virginia Connors, Melissa Snow, Helen Norman, Paulette Crowley, Tim Summers, LeeAnn Coady, Wanda Howlett, Maguerite Smith	Regrets: Rhonda Guay, Cassondra Cole (CNA student)			
Agenda Item	Discussion / Decision			
1. Call to Order	President called the meeting to order.			
2. Recognition of Guests	President acknowledged and welcomed chapter members.			
3. Approval of Agenda	Meeting Agenda was approved and distributed to board members			
4. Item 1	Approval of the March 27 th Board Meeting Minutes.			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Action 1: March Minutes approved and signed by President and Secretary</td> <td style="width: 15%;">Lead: Ryan Kelly</td> <td style="width: 15%;">Status: Completed</td> </tr> </table>	Action 1: March Minutes approved and signed by President and Secretary	Lead: Ryan Kelly	Status: Completed
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5. Item 2	<p>Treasurer's Report</p> <p>LeeAnn advised that the closing balance as of March 31, 2014 was \$7,491.74 the closing balance as of February 28, 2014 was \$7,282.86. Total outflows amount for March, 2014 was \$210.02. A copy of the Treasurer's Transactions Report for March was submitted for the Chapter files.</p>			

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Our account was charged a \$14.00 wire transfer fee for the ARMA International funds transfer. LeeAnn will check further into getting these fees waived. The Board provided approval for LeeAnn to register the chapter account for online banking. With online banking she will have immediate access to transactions and will be able to print statements, thereby eliminating the bank \$2.00 monthly statement fee.

The chapter is now signed up for the Moneris 'Payd' service. LeeAnn had to provide her work address and other personal credit information to validate identity and to set-up account.

The outstanding payments associated with the 2012 Biennial Conference was discussed. (Note – last board minutes should have referenced that one outstanding payment from The Rooms was received.) Paulette reviewed of old G-mail account and found information associated with the individuals and when they registered. This information was provided to LeeAnn to assist her with preparation of letters to employers.

LeeAnn will do a review of the old G-mail account over coming months to do a clean-up, transfer electronic records to back-up tape. When this is completed, the old G-mail account can be deleted and a document indicating when this was done will be prepared and placed with Chapter records. Discussion was held on retention and disposal schedules and LeeAnn will check ARMA International resource materials for copy of schedule.

LeeAnn will continue to work on the Operations Manual and will have something for board members at a future meeting.

LeeAnn requested board members with any receipts for payment be provided to her as soon as possible as she will be away from the province for 2 weeks – back on May 9th.

Action 1: Check with bank and ARMA International regarding waiving the wire transfer fees.

Lead:
LeeAnn Coady

Status:
Ongoing

Action 2: Review of old G-mail records and back-up to tape where necessary.

Lead:
Lee Ann Coady

Status:
Ongoing

Action 3: Check with ARMA International resources to get a

Lead:

Status:

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	copy of retention and disposal schedule for Chapter records.	LeeAnn Coady	Ongoing
	Action 4: Review of Chapter Operations Manual	Lead: Lee Ann Coady	Status: Ongoing
	<p>Membership Update Helen advised that as of April 17th the chapter has a total of 55 members. We did lose 4 members since last report – two were students and one person with Memorial University who has retired. There is a new IM Consultant hired at MUN. Helen will get correct e-mail address for Lesley Howell with MUN as the one on our membership listing is showing as susanj@mun.ca.</p> <p>Virginia advised that the Chapter promotion letter was distributed via e-mail to 73 oil and gas related companies in the province. Letters to educational institutions and government departments will go out next.</p> <p>Tim noted that we did not have a brochure on Chapter to hand out at the Shred Event. Paulette is working on a document which will provide information on the chapter.</p>		
	Action 1: Check on correct e-mail address for Lesley Howell	Lead: Helen Norman	Status: Ongoing
	Action 1: Send revised Chapter promotion letter to educational institutions and provincial government departments.	Lead: Virginia Connors	Status: Ongoing
	<p>Education Update Melissa advised that the May 21st Jeopardy event has been moved to Wednesday, April 30th in Conference Room A, West Block.</p> <p>She advised that Mike Bannister would be available in May to speak about ISO standards. The date and location is to be determined.</p> <p>There has been no follow-up with Sue Duke to see if she would be available to speak on digitization topic.</p>		

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	<p>Melissa and Paulette are working on final touches to the Jeopardy lunch and learn poster and will provide to Virginia for distribution to members and the IM community on Tuesday, April 21st.</p> <p>Attendees will be organized in groups (i.e., 4 teams of 4 people) and will require buzzers for answering questions. Virginia will look for buzzers or appropriate tool for teams to use.</p> <p>There was discussion about the importance of getting details confirmed for the June Annual General Meeting. The date has been confirmed for Wednesday, June 25, 2014. LeeAnn will follow-up with Rhonda to obtain information on the two venues and distribute the information to board members for review / feedback.</p>		
	<p>Action 1: Follow-up with Rhonda Guay to see if individual working with Nalcor is available to speak at a lunch and learn on either April 29, 30 or May 1. NOTE: Virginia checked with Rhonda and she advised that he may speak at our fall conference.</p>	<p>Lead: Melissa Snow</p>	<p>Status: Completed</p>
	<p>Action 2: Check with Rhonda Guay to see if Nalcor Boardroom is available for May 22 Jeopardy event. NOTE: Jeopardy event moved to April 30th. Virginia advised Rhonda on April 21st to cancel Nalcor boardroom.</p>	<p>Lead: Virginia Connors</p>	<p>Status: Completed</p>
	<p>Action 3: Check with Mike Bannister to see if he would be available for fall lunch and learn on the topic of ISO standards. NOTE – Melissa advised that Mike will be available to speak at a lunch and learn in May and she will confirm date / location.</p>	<p>Lead: Melissa Snow</p>	<p>Status: Ongoing</p>
	<p>Action 4: Check with Sue Duke to see if she would be available to speak at lunch and learn on digitization.</p>	<p>Lead: Melissa Snow</p>	<p>Status: Ongoing</p>
	<p>Action 5: Send email to board members regarding 10 Jeopardy topics and requesting their questions be submitted to Paulette.</p>	<p>Lead: Virginia Connors</p>	<p>Status: Completed</p>

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	<p>Action 6: Prepare Poster on Jeopardy Lunch and Learn for distribution to Chapter members and IM Community. NOTE: Jeopardy lunch and learn moved to Wednesday, April 30th. Poster will be sent to Virginia for distribution on April 21st.</p>	<p>Lead: Melissa Snow Paulette Crowley</p>	<p>Status: Ongoing</p>
	<p>Action 7: Obtain buzzers for the Jeopardy game.</p>	<p>Lead: Virginia Connors</p>	<p>Status: Ongoing</p>
	<p>Action 8: Obtain information from Rhonda regarding the venues booked for the AGM and distribute information to board members.</p>	<p>Lead: LeeAnn Coady</p>	<p>Status: Ongoing</p>
	<p>Action 9: Get information on nomination process for AGM out to membership in May.</p>	<p>Lead: President Secretary</p>	<p>Status: Ongoing</p>
<p>Public Relations Update Paulette is working with Melissa on Jeopardy Poster and Shred Day Notice. Paulette received an e-mail from IPS regarding promotional item. We would promote on our website and link to the IPS website. She will provide further details.</p> <p>Paulette will continue to work on the development of ARMA and Chapter promotional material / brochure for distribution at events.</p> <p>Virginia advised that an e-mail request was received from a member looking for information on IM positions – job descriptions. Board members advised that information is available on the IM Community site and the Human Resource Secretariat site. She will provide this information to the member.</p> <p>Chapter Merit award - not discussed at this meeting.</p>			
	<p>Action 1: Finalize poster for Shred Day event and provide to Secretary for distribution to members, IM community and Chapter website.</p>	<p>Lead: Paulette Crowley Virginia Connors</p>	<p>Status: Ongoing</p>

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	<p>Action 2: Prepare package to promote Chapter - poster, brochure or pamphlet, with design to go to Quick Print for final production /printing.</p> <p>Check with ARMA International to see if any promotional materials are available for Chapter to distributed or use.</p>	<p>Lead: Paulette Crowley</p>	<p>Status: Ongoing</p>
<p>Website Update Some discussion was held on getting website statistics on number of hits / usage of website. Tim will check to see if Go Daddy site has an analytics tool like Google Analytics.</p> <p>Tim advised that last set of minutes has been archived. He will review the changes that LeeAnn made in his absence to ensure that items that were previously showing on the homepage are archived appropriately, and will bring back some of the items / links that remain current (i.e., ARMA jobs link)</p>			
	<p>Action 1: Update Chapter upcoming events poster on the website.</p>	<p>Lead: Tim Summers</p>	<p>Status: Ongoing</p>
	<p>Action 2: Check to see if reports can be run on number of hits to our website and/or links on our site.</p>	<p>Lead: Tim Summers</p>	<p>Status: Ongoing</p>
<p>6. Item 3</p>	<p>New Business</p> <ol style="list-style-type: none"> 1. Promoting Chapter – see under Membership update. 2. ARMA 2014 Canada Conference in Ottawa – no discussion 3. Chapter 2014 Biennial Conference The Biennial Conference is confirmed for Wednesday, October 22, 2014. <p>Virginia will arrange site visits for Comfort Inn and possibly Hampton Inn to determine which venue would best. Based on number provided to date, Comfort Inn may be the choice. Ryan and Helen will accompany Virginia on site visits.</p>		

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	<p>Board was advised that Conference Steering Committee held a meeting on April 10th at Virginia's house. Discussion was held on determining a theme for the conference. An e-mail will go out to members requesting their suggestions for conference theme.</p> <p>Other venues (Holiday Inn, Fluvarium) which were tentatively scheduled will need to be cancelled.</p> <p>4. Chapter Annual General Meeting in June</p> <p>At the May Board of Directors meeting we will need to have information regarding process to follow for call for nominations. The call for nominations should go out to membership in May month. As well as notification to members on call for nomination of Chapter member and Board member of the year award. President is elected for 1 year until a successor is elected. Secretary and Treasurer can serve another term. Re-election to occur for the five director at large positions (only serve one term). Webmaster was added as director at last AGM – but does not have voting right.</p> <p>5. Chapter records with past president</p> <p>Melissa offered to take the 13 boxes of chapter records and store them at her home. She will send an e-mail on this with copy to Ryan Kelly. Some discussion was held on records retention and scanning of the boxes of records, and LeeAnn offered to do scanning as time allowed.</p>		
	<p>Action 1: Reschedule Steering Committee meeting</p>	<p>Lead: Virginia Connors</p>	<p>Status: Ongoing</p>
	<p>Action 2: Research Road Shows and compile list of Conference Speakers (local, national, etc.)</p>	<p>Lead: Virginia Connors</p>	<p>Status: Ongoing</p>
	<p>Action 3: Tentatively book venue- one day only - Fall 2014 Biennial Conference, October 22, 2014. Contact other venues and cancel any bookings. Arrange site visits of Comfort Inn and Hampton.</p>	<p>Lead: Virginia Connors</p>	<p>Status: Ongoing</p>
	<p>Action 4: For May meeting have information on call for nominations for</p>	<p>Lead: Ryan Kelly</p>	<p>Status: Ongoing</p>

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	board of directors - send out call for nominations to members in May.	Virginia Connors	
7. Date / Time / Location of Next Meeting	Thursday, May 15, 2014 at 12:30 for next meeting. Board only. Location: Tentative for Transportation and Works Boardroom, 6 th Floor, West Block.		
The meeting was adjourned at 1:50 PM.			

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Outstanding Action Items (carried forward from previous minutes)		
Item 1.1: Return signed version of February Board Minutes to Secretary.	Lead: Tim Summers	Status: Completed
Item 1.2: a) Scan signed version of March Board Minutes and upload to website. b) Return signed version of March Board Minutes to Secretary.	Lead: Tim Summers	Status: Ongoing
Item 2.1: Ryan will follow-up with past president on the Summit deposits and get further information on the outstanding amounts owing from other Atlantic chapters.	Lead: Ryan Kelly	Status: Ongoing
Item 2.2: Sign up Chapter for the Moneris 'Payd' service and provide new Merchant number to Moneris. Moneris to cancel other contract and waive the \$300 fee.	Lead: LeeAnn Coady	Status: Completed
Item 2.3: Follow-up with bank and/or ARMA International regarding waiving of the wire transfer fee (\$14.00)	Lead: LeeAnn Coady	Status: Ongoing
Item 2.4: Check old G-mail records and back-up any electronic records required to be held to tape.	Lead: LeeAnn Coady	Status: Ongoing
Item 2.5: Check ARMA International resource materials for copy of records retention and disposal schedule for Chapter records.	Lead: LeeAnn Coady	Status: Ongoing
Item 2.6: Check on email address for Lesley Howell.	Lead: Helen Norman	Status: Ongoing

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<p>Item 2.7: Send Chapter promotion letter (signed by President) via e-mail to contacts with educational and provincial institutions.</p>	<p>Lead: V. Connors</p>	<p>Status: Ongoing</p>
<p>Item 2.8:</p> <ul style="list-style-type: none"> a) Contact IPS regarding Chapter sending mail-out to members and IPS promoting ARMA and Chapter. b) Provide details to webmaster for uploading. Use the secretary@armaterranova.org email account for public inquiries. 	<p>Lead: P. Crowley Tim Summers</p>	<p>Status: Completed</p>
<p>Item 2.9:</p> <ul style="list-style-type: none"> a) Develop list of IM contacts with Oil and Gas industry (consult with Rhonda and Helen) b) Prepare Chapter promotion letter for President's signature. c) Send letters to Rhonda for distribution to contacts. <p>(Note: Make change in introduction of letter to say something about Terra Nova Chapter.)</p>	<p>Lead: V. Connors Rhonda Guay Helen Norman</p>	<p>Status: Completed</p>
<p>Item 2.10: Follow-up with Rhonda Guay to see if individual working with Nalcor is available to speak at a lunch and learn on either April 29, 30 or May 1. (Rhonda advised he may speak at biennial conference)</p>	<p>Lead: Melissa Snow V. Connors</p>	<p>Status: Completed</p>
<p>Item 2.11:</p> <ul style="list-style-type: none"> a) Confirm date and location for Jeopardy lunch and learn in May. (May 22 confirmed) b) Check on availability of Nalcor Meeting Room for May 22 Jeopardy lunch and learn <p>(Note: Nalcor Boardroom was not available for May 22 so Jeopardy lunch and learn was changed to Wednesday, May 21st at Nalcor.)</p>	<p>Lead: Melissa Snow P. Crowley V. Connors Rhonda Guay</p>	<p>Status: Completed Completed</p>

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<p>Item 2.12 Check with Mike Bannister to see if available for lunch and learn in the fall. Melissa confirmed that Mike will speak at May lunch and learn and will confirm the date.</p>	<p>Lead: Melissa Snow</p>	<p>Status: Completed</p>
<p>Item 2.13: Check to see if Sue Duke would be available to speak at lunch and learn on digitization.</p>	<p>Lead: Melissa Snow</p>	<p>Status: Ongoing</p>
<p>Item 2.14: Annual General Meeting confirmed for Wednesday, June 23, 2014. Obtain info from Rhonda on venue and meal choice and distribute to members.</p>	<p>Lead: Rhonda Guay LeeAnn Coady</p>	<p>Status: Ongoing</p>
<p>Item 2.15: Send email to board members requesting 5 questions from each based on 10 Jeopardy topics. Prepare poster on Jeopardy Lunch and Learn for distribution to members, IM community and website. Obtain / purchase team buzzers for Jeopardy game.</p>	<p>Lead: V. Connors P. Crowley Melissa Snow</p>	<p>Status: Completed</p>
<p>Item 2.16: a) Update Chapter poster of upcoming events and change on website. b) Check to see if reports can be run on number of hits to our website and/or links on our site.</p>	<p>Lead: Tim Summers Melissa Snow</p>	<p>Status: Completed</p>
<p>Item 2.17: Check with Regional Coordinator to see if cards promoting ARMA membership are still available.</p>	<p>Lead: Ryan Kelly</p>	<p>Status: Completed</p>
<p>Item 2.18: Contact Chapter Leadership Academy regarding Tim's issue with site requesting payment when he tries to access. Send Tim the link.</p>	<p>Lead: P. Crowley</p>	<p>Status: Completed</p>

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<p>Item 2.19: Compile a list of meeting places (contact information and details) which can accommodate different events, e.g. monthly board meeting, lunch and learn sessions, AGM, etc.</p>	<p>Lead: V. Connors</p>	<p>Status: Completed</p>
<p>Item 2.20: Send another letter regarding outstanding 2012 conference fees to the employer accounts receivable department with copy to the employee, include Chapter contact telephone number.</p>	<p>Lead: LeeAnn Coady</p>	<p>Status: Completed</p>
<p>Item 2.21: Check old emails to see if there is any reference to purchase order numbers or other information in relation to the individuals / companies with outstanding amounts and provide same to LeeAnn for inclusion in letters, if necessary.</p>	<p>Lead: P. Crowley LeeAnn Coady</p>	<p>Status: Completed</p>
<p>Item 2.22: Email Chapter By-Laws to Adam Engel at ARMA International</p>	<p>Lead: LeeAnn Coady</p>	<p>Status: Completed</p>
<p>Item 2.23: Review Chapter Operations Manual.</p>	<p>Lead: LeeAnn Coady</p>	<p>Status: Ongoing</p>
<p>Item 2.24: Prepare package to promote Chapter - poster, brochure or pamphlet, with design to go to Quick Print for final production /printing. Check with ARMA International to see if any promotional materials are available for Chapter to distributed or use.</p>	<p>Lead: P. Crowley</p>	<p>Status: Ongoing</p>
<p>Item 3.1: Schedule meeting of the Steering Committee on the Fall 2014 Educational Event.</p>	<p>Lead: V. Connors</p>	<p>Status: Completed</p>
<p>Item 3.2: Check Holiday Inn availability for October 15, 16, 21 or 22 for Biennial Conference – one day only. (Note: At a later date, board requested a check of other hotels / venues)</p>	<p>Lead: V. Connors</p>	<p>Status: Completed</p>

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<p>Item 3.3: Conduct research on Conference Speakers (local, national, etc.)</p>	<p>Lead: V. Connors</p>	<p>Status: Completed</p>
<p>Item 3.4: a) Prepare poster for April Shred Event. b) Distribute to members, IM Community, add to website.</p>	<p>Lead: Melissa Snow P. Crowley V. Connors</p>	<p>Status: Completed</p>
<p>Item 3.5: Compile information on AGM nomination process for May board meeting and get details / form out to members in May.</p>	<p>Lead: Ryan Kelly V. Connors</p>	<p>Status: Ongoing</p>
<p>Item 3.6: Collect 13 boxes of chapter records from past president. Send email to Ryan. (Melissa will store at her place)</p>	<p>Lead: Melissa Snow</p>	<p>Status: Ongoing</p>
<p>Item 3.7: Arrange for scanning of the records from 13 boxes.</p>	<p>Lead: LeeAnn Coady</p>	<p>Status: Ongoing</p>
<p>Item 3.8: Tentatively book venues for October 22 Fall 2014 Biennial conference. Arrange site visits of Comfort Inn and Hampton Inn and advise Ryan and Helen.</p>	<p>Lead: V. Connors</p>	<p>Status: Ongoing</p>

Approved:

Virginia Connors

Secretary - Virginia Connors



President - Ryan Kelly