

Minutes – ARMA Terra Nova Chapter



Meeting: Board of Directors	Location: Prima Information Solutions, 11 Austin St	
Date: Thursday, May 15, 2014	Time: 12:30 PM	
Attendees: Ryan Kelly, Melissa Snow, Helen Norman (via Phone), LeeAnn Coady, Paulette Crowley, and Tim Summers.	Regrets: Virginia Connors, Rhonda Guay, Cassandra Cole (CNA student)	
Agenda Item	Discussion / Decision	
1. Call to Order	President called the meeting to order.	
2. Recognition of Guests	Board Members only.	
3. Approval of Agenda	Meeting Agenda was approved and distributed to board members	
4. Item 1	Due to Virginia's absence (Vacation) no Board Minutes were available to approve. Virginia to send as soon as they are available.	
	Action 1: April Minutes to be approved and signed by President and Secretary.	Lead: Ryan Kelly Virginia Connors
	Action 2: Signed February/March Minutes were provided to the Tim to scan and upload to Chapter website. Signed Minutes to be returned to Secretary at next board meeting.	Lead: Tim Summers
		Status: Ongoing
		Status: Completed

Minutes – ARMA Terra Nova Chapter

5. Item 2	<p>Treasurer's Report</p> <p>As of meeting time LeeAnn had not received the bank statement. Before the minutes were distributed LeeAnn had received the statement and provided the following update:</p> <p>LeeAnn advised that the closing balance as of April 30th, 2014 was \$6,839.57. Total outflows amount for April 2014 was \$809.86 and Total inflows for April 2014 was \$157.69. A copy of the Treasurer's Transactions Report for April will be emailed to all board members and a copy provided to the Secretary for the Chapter files.</p> <p>LeeAnn has paid the \$1000 deposit for the Comfort Inn and the \$282.50 deposit to Bally Haly for the AGM.</p> <p>The Payd service is set up and ready for use. I have it currently set up on my phone but can be set up on anyone's.</p> <p>We are still waiting on 2 outstanding payments form the 2012 conference. The WHSCC payment should come at the end of May and Paulette is going to contact Peter De Souza for his payment now that the Payd service is setup.</p> <p>Helen asked for a follow up on the other bank options. LeeAnn informed that through her research the bank fees were roughly the same for the type of banking the Chapter performs.</p> <p>For the upcoming 2014 conference anyone from the Depart of Municipal Affairs must provide us with a credit card. Absolutely no Purchase Order.</p>		
	<p>Action 1: Waiting on 2 outstanding payments from 2012 Conference</p>	<p>Lead: LeeAnn Coady</p>	<p>Status: Ongoing</p>
	<p>Action 2: Review of Chapter Operations Manual.</p>	<p>Lead: LeeAnn Coady</p>	<p>Status: Ongoing</p>
	<p>Action 3: Email a copy of the Treasurer's Report and Chapter Minutes to the Board</p>	<p>Lead: LeeAnn Coady</p>	<p>Status: Ongoing</p>

Minutes – ARMA Terra Nova Chapter

	<p>Action 4: Ryan to contact Adam Engel to see the process for resetting the login for the leadership website for LeeAnn to access Treasurer reports.</p>	<p>Lead: Ryan Kelly</p>	<p>Status: Ongoing</p>
<p>Membership Update</p> <p>Helen advised that as of April 30th the chapter has a total of 53 members (3 Honorary). We lost 2 members since last report.</p> <p>Some discussion was held regarding the Chapter membership renewal grace period</p> <p>Nothing back on our letter mail outs</p>			
<p>Education Update</p> <p>Poster went out for Lunch and Learn with Mike Bannister on ISO standards.</p> <p>Melissa will be taking care of RSVP's, and ordering of food in Virginia's absence.</p> <p>It was decided that Helen would get the gift for Mike and to take to the 2014 ARMA Canada Conference.</p>			
	<p>Action 1: Ryan to get the items that Vanessa still has. Virginia did offer space to hold the items.</p>	<p>Lead: Ryan Kelly</p>	<p>Status: Ongoing</p>
<p>Public Relations Update</p> <p>Paulette received an email from IPS with the info to put on our website. Paulette discussed with Tim about the website and adding a "Thank You to IPS", as well as a link to their website. There was discussion on doing a mail out for them as well.</p> <p>Paulette will be asking IPS for sponsorship for the conference.</p>			

Minutes – ARMA Terra Nova Chapter

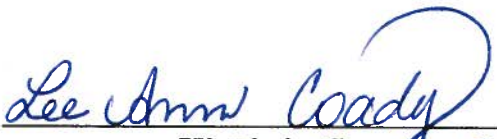
	<p>Paulette has been working on Conference themes and showed a few to the board. She has not contacted anyone on sponsorship yet as we want to confirm themes, speakers, cost, etc.</p> <p>We need to get approval of speakers and then we can start to look at air travel. Paulette has spoken with Steve Neily to speak at the conference and he will waive his speaker's fee if we pay travel related expenses.</p> <p>Paulette informed the board that Steve Neily also does a 2 day RIM Program and that is something we could possibly look at for next year.</p> <p>Ryan suggested doing a speakers panel at our conference and proposed we should have a Conference planning meeting the week of June 19th (after the ARMA Canada Conference) to discuss the conference, speakers, ideas, etc.</p> <p>Ryan also asked the board to keep an eye out for speakers at the ARMA Canada Conference, as well Ryan informed the board he has his volunteer schedule for the conference.</p> <p>Paulette stressed about completing the Leadership Certificate. All of the Board members must complete to be eligible for the Silver Merit award.</p>		
	<p>Action 1: Provided Tim with information for IPS for the website</p>	<p>Lead: Paulette Crowley</p>	<p>Status: Ongoing</p>
	<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</p> <p>Tim has updated everything that was sent to him.</p>		


Minutes – ARMA Terra Nova Chapter

	<p>Helen asked if there was a way to track how many people view our website. Tim said he would look into option and let the board know.</p> <p>Ryan has accessed our ARMA Terra Nova Twitter account.</p>		
	<p>Action 1: Update website with IPS info.</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> <p>1. Promoting Chapter – see under Membership update.</p> <p>2. Chapter 2014 Biennial Conference</p> <p>We have until August 1st to decide on the type/design of the portfolios. Helen to provide the website so the Conference committee can review at next meeting.</p> <p>Please see Conference updates in Board Member updates above!</p> <p>3. Annual General Meeting</p> <p>Helen informed us that if we choose the buffet we will have to pay for a minimum 20 people. The board was ok with having to pay the minimum amount.</p> <p>The board voted for Buffet #2 with Cheesecake and Chocolate Cake.</p> <p>All Board members were ok with the room rental fee of \$282.50.</p> <p>Helen to touch base with Rhonda to see if she requires any assistance.</p> <p>Tim has the website updated with Nominations, AGM info.</p>		

Minutes – ARMA Terra Nova Chapter

	<p>We have to have the menu choice confirmed with Bally Haly 2 weeks prior to June 25 and the number of people 48 hours prior.</p> <p>Paulette will do poster, and Melissa suggested a reminder email a week prior.</p>		
	<p>Action 1: We have to have the menu choice confirmed with Bally Haly, 2 weeks prior to June 25 and the number of people 48 hours prior.</p>	<p>Lead: Rhonda Guay</p>	<p>Status: Ongoing</p>
	<p>Action 2: Paulette will do poster, and Melissa suggested a reminder email a week prior.</p>	<p>Lead: Paulette Crowley</p>	<p>Status: Ongoing</p>
<p>7. Date / Time / Location of Next Meeting</p>	<p>Annual General Meeting is June 25th, 2014 at Bally Haly Country Club.</p>		
<p>The meeting was adjourned at 2:00 PM.</p>			


 Secretary - Virginia Connors
 LeeAnn Coady.


 President - Ryan Kelly

25/05/2014

Transaction - Last month
 01/04/2014 through 30/04/2014 (in Canadian Dollars)

Page 1

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 31/03/2014								7,491.74
03/04/2014	ARMA Chequi...	586	Imprint Specia...	First Aid Kits	Gifts Given		R	-626.02
15/04/2014	ARMA Chequi...	587	LeeAnn Coady	Shred Day TI...	Supplies, Bus		R	-91.68
16/04/2014	ARMA Chequi...	TXFR	ARMA Interna...	WireTransfer	Escrow cheque		R	157.69
16/04/2014	ARMA Chequi...		BMO	Wire Handlin...	Bank Charge		R	-14.00
21/04/2014	ARMA Chequi...	588	Virginia Conn...	April Board L...	Entertainment		R	-67.16
30/04/2014	ARMA Chequi...		Service Charge		Bank Charge		R	-11.00
01/04/2014 - 30/04/2014								-682.17
BALANCE 30/04/2014								6,809.57
TOTAL INFLOWS								157.69
TOTAL OUTFLOWS								-609.86
NET TOTAL								-682.17