



ARMA Terra Nova Chapter Minutes



Monthly Meeting

Date: April 30, 2012

5:30-7:00pm

Location: Vanessa King's house, Paradise

Present: Sherry De Souza(via phone), Vanessa King, Ryan Kelly, Melissa Snow, Paulette Crowley, Sue Taylor

Absent: Helen Norman, Jessica MacDonald, Rhonda Guay, Tim Summers, Elizabeth Evans

Acceptance of minutes: Minutes will be reviewed and signed at next meeting.

The Board of Director Reports is as follows:

Treasurer Report: Ryan Kelly forwarded the financials. See below:



ARMA Terra Nova Chapter

Minutes



Treasurer's report - April 2012

15/03/2012 through 30/04/2012 (in Canadian Dollars)

29/04/2012

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Date	Account Num	Description	Memo	Category	Amount
BALANCE 14/03/2012					6,031.59
03/04/2012	ARMA chequing	DEP ARMA International		Escrow cheque	108.79
03/04/2012	ARMA chequing	DEP ARMA International		Escrow cheque	140.05
03/04/2012	ARMA chequing	DEP ARMA International		Escrow cheque	48.35
03/04/2012	ARMA chequing	DEP ARMA International		Escrow cheque	169.23
03/04/2012	ARMA chequing	DEP ARMA International		Escrow cheque	120.88
29/04/2012	ARMA chequing	Department Of Innovation, Trade And Rural Development		[Accounts Receivab...	600.00
29/04/2012	ARMA chequing	521 Helen Norman	Gift for Auction	Conference	-53.00
29/04/2012	ARMA chequing	520 Jessica McDonald	Coffee and Muffins for PIP Day	Entertainment	-49.38
29/04/2012	ARMA chequing	519 Paulette Crowley	ARMA Atlantic Meeting	Training	-595.42
29/04/2012	ARMA chequing	522 Rhonda Guay	Pizza for Meeting	Entertainment	-45.94
30/03/2012	ARMA chequing	Service Charge		Bank Charge	-10.00
29/04/2012	ARMA chequing	DEP Service NL	PO payment for lunch and learn	Education	15.00
29/04/2012	ARMA chequing	518 Sue Taylor	ARMA Atlantic Meeting	Training	-510.18
15/03/2012 - 30/04/2012					-61.62
BALANCE 30/04/2012					5,969.97

TOTAL INFLOWS 1,202.30



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Membership: Our current membership stands at 73 members.

Education: Melissa Snow reported:

- May Lunch and Learn-IM Jeopardy and Bingo
- June-AGM
- Future speakers: Sue Duke, Debra Downing. Debra was going to be part of a panel. Will use a facilitator for the panel.

Public Relations:

- Newsletter-In progress.
- PIP day-was a great success
 - Janet Flynn was the winner of the shredder. Was to be presented at last lunch and learn, but was postponed. Paulette and Vanessa to present in the near future.
- Regional Leadership Meeting in Nova Scotia-
 - Attended by Sue Taylor and Paulette Crowley
 - Discussed sharing of speakers for events, chapter numbers, participation and event ideas.
 - Chapter Operations Manual-currently being worked on by ARMA Canada
 - Great meetings and very beneficial. Lots of idea sharing and common issues. Minutes will be distributed upon receipt. They Hope to make an annual or biennial event.
 - ARMA Goose-The ritual and significance of the goose is being brought back and Bernita plans to prepare something on its history and significance.
 - TAB-Young Professionals award-. Jessica McDonald was nominated , but unfortunately, did not get picked. An explanation letter was requested and sent by Bernita. This is a Tab award and Tab selects the recipient, not ARMA.

Webmaster: Tim Summers was not present. Website looks great.

New Business:

- **AGM-** Board agreed on date and location:
 - June 20th; 6:00-8:00pm; Vanessa King's house (Paradise). Email will be sent out shortly.
- **Biennial Conference (Vanessa)**



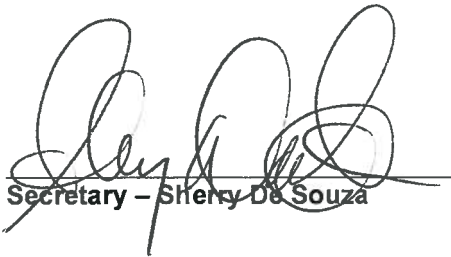
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- Theme – Not much response. Only one entry-Shelly Smith-Social Media.
- Meeting will be scheduled next few weeks.

- **Board Members up for renewal-** The following positions are up for renewal:
 - President
 - Vice President
 - Treasurer
 - Secretary
- **Nominations:** Board member of the year and non-board member of the year. To be sent out to all ARMA members and to put up on the website.
- **Board Meetings-**Suggestion made to change time of meetings from lunch time to end of day instead. An email will be sent out to the Board members to vote.

Meeting adjourned at 7:00.


Secretary – Sherry De Souza


President – Paulette Crowley