



## ARMA Terra Nova Chapter Minutes



### Monthly Meeting

April 21, 2011

12:30pm – 2:00pm

Location: ATIPP Office Boardroom

*Present:*

Paulette Crowley	Ryan Kelly
Vanessa King	Elizabeth Evans
Helen Norman	Renee Pendergast
Jean Myrick	Ashleigh Reid

*Absent (Board):* Sue Taylor, Cheryl Goulding, Melissa Snow, Kim Anstey, Sherri De Souza

President, Paulette Crowley, welcomed everyone to the meeting and thanked everyone for helping out with the RIM events.

***Treasurer's Report*** – Ryan didn't have anything new to report and will be sending out information the following week.

***Membership Update*** - Helen Norman reported that the Chapter now has 63 members and passed out a listing to Jean and Paulette. We lost 2 members but gained one new member. Several other individuals have also expressed interests/asked for applications

***Education Update*** – Jean read out Melissa Snow's update (see attached). Everyone really enjoyed the RNC Lunch and Learn on the 19<sup>th</sup>.

***Public Relations Report*** – Paulette Crowley reported that she is waiting on an article from Crime Stoppers for the newsletter before sending out.

***Website Update*** – Jean read message from Cheryl Goulding (see attached).

### **DISCUSSION ITEMS / NEW BUSINESS**

#### *Item # 1 - RIM Month Review*

- Helen commented that the tours at The Rooms were wonderful.
- Idea to change time for Shred Day was discussed and all agreed that 10am-2pm or 12pm-4pm were good options. Also thought that it would be a good idea to include a contribution to a food bank or some charity like Ronald McDonald House. Next year IPS agreed to pay for a sign.
- NTV said they would come back next year.
- The shopping bags were a hit with everyone. Idea was discussed and approved to order more bags so that they can be on hand for events. As well, people decided that it would be good to reorder the sticky tab boxes.



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- SNAP – is going to have a picture of Shred Day in their May edition
- Cost of Polo's was \$448.43 and city bags were \$723.52.
- People wondered if anyone else in the Chapter would be interested in having a Chapter shirt. It would have to be basic white with logo and cost \$31.82 plus tax. Email will be sent out to ask Chapter. There will be a set up fee everytime due to the logo – Helen will ask about that.
- IPS are willing to do another shed day in the fall.

### *Item # 2 – Donation request*

- Paulette requested a donation for the AIEF Educational Silent Auction in PEI. All agreed to buy something worth \$50.

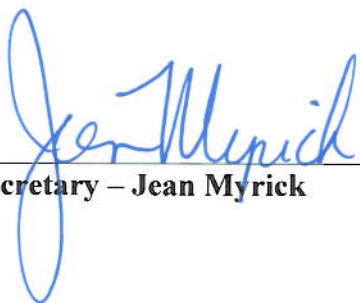
### *Item #3 – Year End*

- Everyone likes the idea of having a potluck at Vanessa's house. Looks like June 17<sup>th</sup> may be a good date for everyone.
- Vanessa is going to send Jean a summary of what needs to be done with regards to year end.
- Member of the year plaque needs to be ordered in advance of AGM...maybe by June 1<sup>st</sup>
- First week of May should send out e-mail to nominate Member of the Year.
- So far looks like will need nominations for 3 directors at large and 1 secretary.

### *Item #4 – Run*

- Renee is going to organize. Paulette got in touch with International and they are ok with ARMA having a team as long as we don't portray ARMA = cure for Cancer sort of thing.

Paulette thanked everyone for coming, and concluded the meeting.

  
Secretary – Jean Myrick

  
President – Paulette Crowley

**Cheryl's Update:**

There is not much to report from this end, other than maintaining and updating as information is provided. We are still hoping for a new look and feel website in the near future (possibly by September) and this will be on the horizon again soon.

**Melissa's Update:**

I'm currently working with Lori Collins to do a presentation for May 24..details to follow.

- June is the ARMA Conference and AGM and then summer break.
- I'm waiting to hear back to see if I have my September speaker lined up. Aiming for the week of the 19 - 23.

That's all for now!

Any suggestions on what you would like to hear, or if you know of any speakers, please pass along.

Also, I would like to thank Sherry De Souza and Elizabeth Evans for providing speakers for our Lunch and Learns.

Treasurer's report - April 2011  
18/03/2011 through 25/04/2011 (in Canadian Dollars)

25/04/2011

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Date	Num	Description	Memo	Amount
<b>BALANCE 17/03/2011</b>				<b>7,688.01</b>
25/04/2011	Float	ARMA Terra Nova		-35.00
25/04/2011	DEP	ARMA International	Cash held back for Lunch and Learn f...	192.63
25/04/2011	DEP	ARMA International		232.27
25/04/2011	DEP	ARMA International		93.00
25/04/2011	DEP	ARMA International		69.75
25/04/2011	DEP	ARMA International		93.00
28/03/2011		Service Charge		-10.52
25/04/2011	487	Jean Myrick	Pizza for March meeting	-60.00
25/04/2011		Department Of Health And Community Services		125.00
25/04/2011		Child Youth And Family Services		125.00
<b>18/03/2011 - 25/04/2011</b>				<b>825.13</b>
<b>BALANCE 25/04/2011</b>				<b>8,513.14</b>
		<b>TOTAL INFLOWS</b>		<b>930.65</b>
		<b>TOTAL OUTFLOWS</b>		<b>-105.52</b>
		<b>NET TOTAL</b>		<b>825.13</b>