

## Minutes – ARMA Terra Nova Chapter



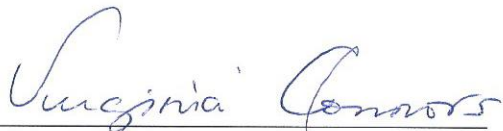
<b>Meeting: Board of Directors Special Meeting</b>	<b>Location: Prima Information Solutions, 11 Austin Street</b>
<b>Date: Tuesday, December 10, 2013</b>	<b>Time: 4:30 PM</b>
<b>Attendees: Ryan Kelly, LeeAnn Coady, Virginia Connors, Paulette Crowley, Rhonda Guay, Tim Summers</b>	<b>Regrets: Helen Norman, Melissa Snow</b>
<b>Agenda Item</b>	<b>Discussion / Decision</b>
1. Call to Order	President called the meeting to order.
2. Recognition of Guests	Board members only in attendance
3. Approval of Agenda	N/A
4. Item 1	<p><b>Roles of President and Vice-President</b></p> <p>As a result of the resignation of Vanessa Canning as Board President, effective November 30, 2013, Ryan Kelly agreed to take on the role of President (Acting) until the Annual General Meeting in June, 2014. Paulette Crowley agreed to take on the role of Vice-President (Acting), effective November 30, 2013 until the Annual General Meeting.</p>
4. Item 2	<p><b>Board Decision-Making Process</b></p> <p>A general discussion was held regarding the process that should be followed with respect to making final decisions and communicating same to board members. Members agreed that email should not be used to communicate personal opinions or final decisions on major board matters. When a decision is required on a major board matter, a board meeting will be held and board members will have equal opportunity to speak to the matter and a final decision will be reached by majority vote at the meeting.</p>
5. Item 1	<p><b>1. Communication with Regional Coordinator</b> - Ryan advised that he will hold monthly conference calls with Ann-Marie McIsaac, ARMA Canada, Eastern Region Coordinator.</p>


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	<ol style="list-style-type: none"> <li><b>2. Delegating Duties</b> - Ryan advised that he may need to delegate presidential duties to other board members from time to time in coming weeks as a result of busy work schedule and commitments.</li> <li><b>3. Biennial Conference</b> - Discussion was held regarding the Chapter Biennial Conference to be held in the fall of 2014. Ryan advised that the board will need to start planning in January. The chapter is in good financial position and will look at approaching a number of high profile speakers for the conference. A Steering Committee will be appointed at our board meeting in January.</li> <li><b>4. Donations to Food Banks</b> - LeeAnn confirmed that two food banks received Chapter donations.</li> <li><b>5. Signing Authority</b> - Arrangements will be made and appropriate forms completed for Paulette to have signing authority with bank.</li> <li><b>6. Quorum</b> - Tim indicated some concern that a quorum of 2/3 of the board members is required to make decisions and this may difficult to obtain from time to time. Board may need to address this again.</li> </ol>
5. Item 2	<ol style="list-style-type: none"> <li><b>1. Notice to Members on Changes to Board</b> - Virginia will prepare draft email for Ryan's review / approval to go Chapter Members advising about the recent Board of Director. Email will go out as soon as possible.</li> <li><b>2. Financial Matters</b> - LeeAnn advised that she will follow-up with Menerus on the outstanding issue of charges. LeeAnn had some questions on whether the Board had to do taxes on its finances. Advised that ARMA International would send out information to Chapters about this and Chapter will be required to send information to ARMA Canada Region. The issue of Summit payment / return to our Chapter (\$142.90) was raised and a few chapters have not paid.</li> <li><b>3. Chapter Emails</b> - The matter of how we manage Chapter email records was raised. It was agreed that members would be responsible for managing their own emails. Secretary will identify decision making records and keep those filed.</li> <li><b>4. ARMA 2014 Roadshows</b> - Rhonda advised that ARMA is highly publicizing their road shows - educational learning opportunities. She will be attending one in Calgary in the spring.</li> </ol>
6. Date / Time / Location of Next Meeting	<p>Thursday, January 16, 2014          Location TBD</p>

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The meeting was adjourned at 5:30 PM.

  
Secretary - Virginia Connors

  
Approved,  
President (Acting) - Ryan Kelly

