



ARMA Terra Nova Chapter Minutes



Monthly Meeting

Date: January 26, 2011

12:30pm – 2:00pm

Location: Nalcor

Present: Sherry De Souza, Helen Norman, Jessica MacDonald, , Ryan Kelly, Vanessa King, Cheryl Goulding, Melissa Snow, Paulette Crowley, Rhonda Guay, Sue Taylor

Absent: Tim Summers, Elizabeth Evans

Acceptance of minutes: Minutes accepted and signed

The Board of Director Reports is as follows:

Treasurer Report: Ryan Kelly reported:



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Treasurer's report - January 2012

16/11/2011 through 26/01/2012 (in Canadian Dollars)

26/01/2012

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Date	Num	Description	Memo	Amount
BALANCE 15/11/2011				6,569.58
25/11/2011		Lunch And Learn	November Lunch and Learn	150.00
30/11/2011		Service Charge		-11.40
30/12/2011		Service Charge		-7.00
17/11/2011	508	Jessica McDonald	Supplies for Meeting	-16.29
17/11/2011	510	Helen Norman		-24.84
25/11/2011	511	Jessica McDonald	Supplies for Lunch and Learn	-258.17
17/11/2011	507	Sue Taylor	Pizza for Meeting	-36.12
14/12/2011	512	East Side Mario's	Christmas Lunch	-161.53
16/11/2011 - 26/01/2012				-365.35
BALANCE 26/01/2012				6,204.23
			TOTAL INFLOWS	150.00
			TOTAL OUTFLOWS	-515.35
			NET TOTAL	-365.35



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Membership: Helen Norman reported that we currently have 76 members. We had one new member and a number on the 99 list. Discussion around how to incorporate the regions into the ARMA activities. Some suggestions were to use skype, etc.

Education: Melissa Snow reported:

- January 31st-Lunch and Learn is Ryan Kelly.
- February-Asked for suggestions
- March-Brenda Prowse
- April-Melissa suggested a panel discussion since it is RIM month. A few people were suggested for speakers. Melissa will investigate speakers for the panel.

Public Relations:

- Paulette Crowley stated that unfortunately, the content for the newsletter was lost. Asked that everyone send what information/content that had to add to the newsletter.

Webmaster: Tim Summers absent, but sent along his report:

- Opinion: How the board feels about publishing our minutes as drafts on the website before they are officially signed. By the time they get officially approved and signed off now, they're so old that they're useless as news. Board took vote. Minutes will stay as status quo. Will not go on the website until approved and signed.
- Opinion: How the board feels about putting an invite on the website for people to put themselves on the mailing list, even if they're not ARMA members. The keeper of the mail list (Sherry) would also have to be willing to receive the resulting e-mail requests to be added. Board took a vote. Voted not to do this since it would be too much work.

New Business:

- **Biennial Conference (Paulette)**
 - Requested a committee for the conference. The following will be part of the conference committee: Helen Norman, Ryan Kelly, Rhonda Guay, Melissa Snow, Paulette Crowley, Sherry De Souza, Jessica McDonald and Vanessa King. Vanessa will chair the committee.
 - Vanessa will set up the first meeting
 - Sherry to speak to Sheldon Quinton, Lori Collins and Iris Power at OCIO
 - Jessica to speak to Elizabeth Evans to see if interested in being on the committee
- **RIM Month (Paulette)**
 - Shred Day-Tentative date: April 14, 2012 -10:00-2:00.
 - A separate meeting will be set up to discuss RIM month activities. The following have volunteered to help out: Melissa Snow, Helen Norman, Rhonda Guay, Vanessa King, Paulette Crowley and Jessica McDonald.
- **Logo (Paulette)**
 - Logo has been picked and ready to go.
- **Regional Leadership meeting (Paulette)**

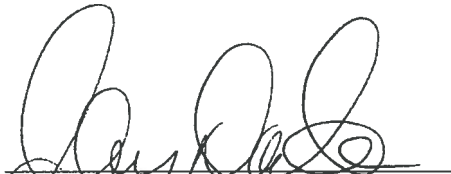


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- There will be a regional brainstorming session in Halifax in April. Two representatives from the board will go. Usually it is President and Vice President. Vanessa will be away, so another representative from the board can take her place. The cost is approximately \$300/person for accommodations plus, plus airfare. The chapter will cover the costs. The Halifax chapter has offered to give \$400.00 towards the cost. The date is April 20-21. An email will be sent out for nominations on who should go.
- **Boxes at PRC (Vanessa)**
 - There were 8 boxes in total at the PRC. 1 box only had a projector carousel with slides. Through a cursory look, looks mostly like invoices, bank statements, and meeting minutes. Fredericton has retention schedules which may apply.

Meeting adjourned at 2:00.


Secretary – Sherry De Souza


President – Paulette Crowley