



ARMA Terra Nova Chapter Minutes



Monthly Meeting

Jan., 20, 2011

12:30pm – 2:00pm

Nalcor Energy Boardroom

Present: Paulette Crowley Ryan Kelly Kim Anstey
Vanessa King Sherry De Souza Rhonda Guay
Helen Norman Elizabeth Evans Jessica McDonald
Jean Myrick Cheryl Goulding

Absent (Board): Melissa Snow
Sue Taylor

President, Paulette Crowley, welcomed everyone to the meeting and did round-table introductions.

** As per Nalcor meeting practice, Cheryl Goulding provided the group with a “Safety Moment” which focused on winter safety.

Treasurer’s Report – Ryan Kelly reported that there has not been a lot of expenses since Nov., 2010. Chapter has received a lot of payments for the Conference held in May as well as new members payments. There are still some outstanding invoices (close to \$2000) and Ryan is going to work on issuing a letter to ensure they get paid. Balance in the account now is over \$7200 – see attached report for details.

Membership Update - Helen Norman reported that the Chapter now has 63 members; we got 4 new people in Jan but lost 4 recently as well. A discussion arose around the issuing of honorary memberships. Helen found out from International that if a chapter chooses to give this title to individuals it means the chapter must pay the International ARMA membership fee. Those in attendance did not think this was what was intended when Terra Nova designated an honorary membership. It was suggested that the word “honorary” may not have been appropriate and that a different descriptive word might be possible.

A motion was made by Vanessa to create a distinguished status other than “honorary” for individuals who have been given this title by the Chapter in the past. Motion was seconded by Helen and several others in attendance.

Helen also pointed out that a few individuals from our province were international members but not local chapter members. She asked that if anyone knew these individuals to contact them to ask if they were aware of the Terra Nova chapter.

Education Update – Cheryl Goulding reported for Melissa Snow. It was suggested that a reminder go out for the Jan Lunch and Learn. Melissa was uncertain that she would be able to make it so Paulette



ARMA Terra Nova Chapter Minutes



said she would talk to Melissa and if necessary, take responsibility for ordering/receiving food for the event.

Website Update - Cheryl Goulding reported that minutes from Sept., Oct., and Nov., will be posted soon. As well, there was a new job uploaded recently.

Public Relations Report – Paulette Crowley reported that she had hoped to get a newsletter out in Dec. but circumstances prevented it. She's hoping that it will be ready to go out tomorrow, Jan 21st.

*Paulette also wanted to advise that a speaker grant application that was previously rejected was resubmitted and we were awarded \$500.

DISCUSSION ITEMS/NEW BUSINESS

Item #1 - Terra Nova Logo

- Through discussions at another meeting, Vanessa had learned that sometimes organizations will go to a graphic arts program to see if a student would like to do a logo as a project. Everyone thought that this would be a good idea and Vanessa said she would contact Renee Pendergast to see if she had a contact at the college.

Item #2 Chapter By-Laws

- Vanessa recently sent out the revised By-Laws to the Board for review. Question arose regarding grace period as it has changed from 30 days to 90 and whether or not this could be simply inserted into the current By-Laws. Vanessa said that Brenda Prowse was going to check on if our current template is still good or if there was a new one we had to adhere to. It was asked what the process for implementing these By-laws – basically board agrees first, Brenda brings it to ARMA Canada and they will agree and/or provide suggestions.

Item #3 Shred Day

- Proposed date is April 16, 2011. People wanted a more central location so Paulette is going to call the company (IPS) to see if they agree.

Item #4 RIM Month Planning

- Lori Collins called Elizabeth to see what ARMA Terra Nova might be doing and indicated that she would like to have early notice on this when things have been decided. Discussion was opened for suggestions. One suggestions discussed was an Open House somewhere:
 - Elizabeth was going to contact Paul Kenney to see about getting something at the Basilica
 - Vanessa was going to call Joan Mowbray to see if it would be possible to arrange a tour of the archives and a presentation from Joan.



ARMA Terra Nova Chapter Minutes




Item #5 Funding for President's Attendance to ARMA leadership (in San Francisco this past Nov. and PEI in June 2011).

- Elizabeth reported that typically the support provided was the cost of one night for a hotel room plus \$50. Motion was put forth by Paulette that funds be released for the past ARMA leadership attendance and earmarked for the upcoming leadership meeting in June. Ryan seconded and all agreed.

Final Note – Everyone was asked to consider for discussion at next meeting if we should continue to serve food and/or what type of foods should be served at lunch and learns/monthly meetings.

Paulette thanked everyone for coming, and concluded the meeting.


Secretary – Jean Myrick


President – Paulette Crowley

Treasurer's report - Jan 2011

11/18/2010 through 1/31/2011 (in Canadian Dollars)

1/31/2011

Date	Account	Num	Description	Memo	Category	Cir	Amount
BALANCE 11/17/2010							
11/18/2010	ARMA cheq...		Nalcor Energy		[Accounts R...	R	1,179.18
11/18/2010	ARMA cheq...	477	Guay, Rhonda	Pizza for Meeting	Training	R	125.00
11/18/2010	ARMA cheq...	474	Norman, Helen	Gift for Education Auction ARMA Inter...	Gifts Given	R	-57.50
11/28/2010	ARMA cheq...		Service Charge		Bank Charge	R	-50.00
11/30/2010	ARMA cheq...		Service Charge		Bank Charge	R	-17.30
12/1/2010	ARMA cheq...		DEP ARMA International		Membership ...	R	-19.78
12/6/2010	ARMA cheq...		House Of Assembly		[Accounts R...	R	95.10
12/6/2010	ARMA cheq...		Department Of Justice		[Accounts R...	R	400.00
12/6/2010	ARMA cheq...		Office Of The Auditor General		[Accounts R...	R	125.00
12/6/2010	ARMA cheq...		Centre For Health Information		[Accounts R...	R	250.00
12/6/2010	ARMA cheq...		Department Of Natural Resources		[Accounts R...	R	125.00
12/6/2010	ARMA cheq...		Office Of The Chief Information Officer		[Accounts R...	R	250.00
12/6/2010	ARMA cheq...		Department Of Education		[Accounts R...	R	400.00
12/14/2010	ARMA cheq...		DEP Christmas Party	Collected at the door	[Accounts R...	R	500.00
12/17/2010	ARMA cheq...	478	Momma Soulas	Christmas lunch	Sales	R	162.00
12/17/2010	ARMA cheq...		Research And Development Corp.		Meals & Ent	R	-352.98
12/17/2010	ARMA cheq...		Department Of Finance		[Accounts R...	R	125.00
12/17/2010	ARMA cheq...		Department Of Fisheries And Aquaculture		[Accounts R...	R	400.00
12/17/2010	ARMA cheq...		Office Of The Chief Information Officer		[Accounts R...	R	300.00
12/30/2010	ARMA cheq...		Service Charge		[Accounts R...	R	1,000.00
1/19/2011	ARMA cheq...		Department Of Business		Bank Charge	R	-11.88
1/19/2011	ARMA cheq...		Child Youth And Family Services		[Accounts R...	R	125.00
1/19/2011	ARMA cheq...		Office Of The Chief Information Officer		[Accounts R...	R	700.00
1/19/2011	ARMA cheq...		Office Of The Chief Information Officer		[Accounts R...	R	882.14
1/19/2011	ARMA cheq...		Mo...Access Sciences		[Accounts R...	R	1,241.04
1/31/2011	ARMA cheq...		Opening Balance Adjustment		Conference	R	-161.14
1/31/2011	ARMA cheq...		Opening Balance Adjustment		Misc	R	11.40
1/31/2011	ARMA cheq...		Balance Adjustment		Misc	R	11.40
1/31/2011	ARMA cheq...		Balance Adjustment		Misc	R	-6.50
1/18/2010 - 1/31/2011			Balance Adjustment		Misc	R	0.10

BALANCE 1/31/2011

7,720.28

TOTAL INFLOWS 7,228.18

TOTAL OUTFLOWS -687.08

NET TOTAL 6,541.10