

Monthly Meeting

Date: March 15, 2012

12:30pm – 2:00pm

Location: NLC

Present: Sherry De Souza, Helen Norman, Jessica MacDonald, Vanessa King, Rhonda Guay, Sue Taylor
Tim Summers, Elizabeth Evans

Absent: Ryan Kelly, Melissa Snow, Paulette Crowley

Acceptance of minutes: Minutes will be reviewed and signed at next meeting due to President's absence.

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 - Jan 2012

26/01/2012 through 14/03/2012 (in Canadian Dollars)

14/03/2012

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Date	Account	Num	Description	Memo	Category	Amount
BALANCE 25/01/2012						6,176.25
29/02/2012	ARMA chequing	515	Jessica McDonald	Pizza for Meeting	Entertainment	-24.84
29/02/2012	ARMA chequing	516	Jessica McDonald	Pizza for Lunch and Learn	Education	-56.17
29/02/2012	ARMA chequing		Lunch And Learn	February Lunch and Learn		45.00
29/01/2012	ARMA chequing		Lunch And Learn	January Lunch and Learn		45.00
02/02/2012	ARMA chequing	514	Melissa Snow	Lunch and Learn Supplies	Education	-99.52
29/02/2012	ARMA chequing	517	Melissa Snow	Gift for Speaker	Education	-20.00
29/01/2012	ARMA chequing		Michelle O'Keef	Chapter Membership Dues		25.00
26/01/2012	ARMA chequing	513	Rhonda Guay	Pizza for Meeting	Entertainment	-45.13
26/01/2012 - 14/03/2012						-130.66
BALANCE 14/03/2012						6,045.59
TOTAL INFLOWS						115.00
TOTAL OUTFLOWS						-245.66
NET TOTAL						-130.66

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Membership: Helen Norman reported that the last report received was February 23rd. We lost 3 members. Our current membership stands at 71 members.

Education: Melissa Snow was not in attendance.

Public Relations:

- PIP poster is ready. Secretary (Sherry) will distribute to all ARMA members and send to contact for IM community distribution.
- Schedule to be distributed. Will send schedule in email to all board members.

Webmaster: Tim Summers reported that the website is working well.

- Suggestion: To have a link on the website to the government public job postings.

New Business:

- **Biennial Conference (Vanessa)**
 - Theme – Will have a contest to all members to vote for conference theme. The prize will be free registration to the biennial conference. Board agreed.
 - Conference will have sponsors only. No exhibitors due to time constraints.
- **RIM Month – Lunch and Learn (Melissa)**
 - Interactive games: Board voted and agreed.
 - Rhonda to check room availability for the event
 - Plans need to be developed. Vanessa to go to Paulette and Melissa for the update.
- **Regional Leadership meeting (Vanessa for Paulette)**
 - As a result of nomination/vote. Sue Taylor was elected to be our representative along with Paulette.
 - Vanessa brought along the agenda for the regional meeting and was viewed/discussed by the board.
 - Question for meeting: will there be any speakers travelling around the same time as our biennial meeting? If so, could split the costs.
 - Question for meeting: What are the requirements for members to be awarded the goose?
- **African Book Drive (Vanessa for Paulette)**
 - Board agreed to donate \$100 to this charity.

- **Board Meetings**



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- Monthly chapter meetings will be board only except for the AGM and a few sporadic meetings through the year. Updates will be posted on the web, newsletters, during lunch and learns, etc. of all upcoming activities. Board agreed.

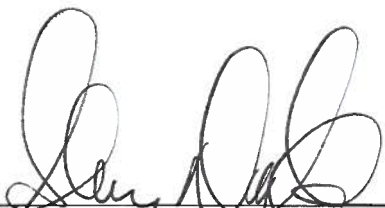
- **ARMA Canada Conference (Vanessa)**
 - Donations for silent auction. Board agreed to donate gift. Vanessa will contact Helen to see if she will pick out the gift.
 - Leadership-June 2-3. Paulette and Vanessa are attending. Vanessa updated board on leadership agenda.

- **ByLaws (Vanessa)**
 - Change in not for profit corporation-being revised which may affect our bylaws. Waiting for update.

- **Lunch and Learns Dietary restrictions**
 - Two suggestions were made:
 - Only one person takes care of food per month.
 - Dietary restrictions: getting too complicated and expensive to cater to the growing number of dietary needs. Will either change to no dietary restrictions or only restrictions that are allergies, not personal preference. Not enough board members to vote at this time. Decision will be made for these two matters at a later date.

- **TAB-Young Professionals award (Vanessa)**
 - This is an award for excellence. Jessica MacDonald was nominated from our chapter.

Meeting adjourned at 2:00.


Secretary – Sherry De Souza


President – Paulette Crowley