



## **ARMA Terra Nova Chapter Minutes**

### Monthly Meeting

Date: March 21, 2013

12:30pm – 1:30pm

Location: NLC

*Present:* Vanessa King, Ryan Kelly, Jessica McDonald, Ashleigh Reid, Helen Norman, Sue Taylor, Rhonda Guay, Melissa Snow

*Absent:* Tim Summers, Paulette Crowley

President, Vanessa King welcomed everyone to the meeting.

It was mentioned that we didn't have a February meeting due to weather.

*The Board of Director Reports is as follows:*

**Treasurer:** No report presented as there is trouble reconciling the account because of the Moneris transactions. Amount in bank as of February 28<sup>th</sup> \$13,738.97. Amount owing from conference invoices \$2,125.00.

Vanessa stated that Moneris held the conference money and put it in as a lump sum after the conference however, they then changed their policy and for the AIIM course they deposited each transaction separately. This is the reason for having trouble reconciling the account.

AIIM was paid on-time for the course however, the AIIM mailroom clerk marked the cheque received and then sent it to ARMA international. The cheque has since been received by AIIM.

Vanessa also stated that we need to try and keep this money going for a few years since there will be cut backs with the Government of Newfoundland Labrador which may result in a loss of members and potential income at events.

**Membership:** Helen reported we currently have 70 members. This includes 3 honorary members and 1 student.

Helen informed us that the number of Government of Newfoundland Labrador members is at 42%.

We have lost 1 member due to retirement and a total of 7 members this year.



## **ARMA Terra Nova Chapter** **Minutes**

**Education:** Melissa couldn't confirm anyone for March. For RIM month we have Deborah Downing confirmed for the panel. Melissa needs additional speakers for the panel. It was mentioned to get someone from IT at Roebothan McKay Marshall to speak for this event. The event will be a lunch and learn at Nalcor on April 24<sup>th</sup>. April 20<sup>th</sup> will be our annual shred day at NLC. May 29<sup>th</sup> we will have a tour of the Core Storage (off-site) of CNLOPB with Sandra O'Dea. We will offer the tour to non-members for a \$15 fee.


**Public Relations:** Paulette was absent but Vanessa mentioned that Lee-Ann is working on the spring newsletter.

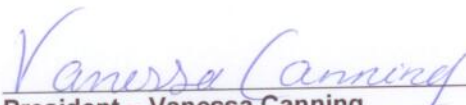
**Webmaster:** Tim was absent and did not send an update.

### **New Business:**

- U of T
  - RM Certification Course
  - It was decided that we are not going to go ahead with putting off this course since the cost is too high
- SharePoint Certification
  - One of the members asked if this course would be provided through out chapter
  - We won't be putting it off again the cost is too high
- Conference Leadership
  - It has been changed so only 3 people from each board can attend the leadership sessions at the conference. Any other board members will have to pay a fee.
  - Vanessa & Rhonda will be attending from our chapter

Vanessa thanked everyone for coming, and concluded the meeting.

  
Secretary – Ashleigh Reid

  
President – Vanessa Canning