



## **ARMA Terra Nova Chapter Minutes**

### Monthly Meeting

May 17, 2012

12:30pm – 2:00pm

Nalcor

*Present:*        *Rhonda Guay*                *Jessica McDonald*                *Paulette Crowley*  
                      *Vanessa King*                *Sue Taylor*                        *Tim Summers*  
                      *Ryan Kelly*                        *Marguerite Smith*                *Helen Norman*

*Absent:*        *Sherry DeSouza*                *Elizabeth Evans*                *Melissa Snow*

President, Paulette Crowley welcomed everyone to the meeting.

*The Board of Director Reports is as follows:*

Ryan Kelly (Treasurer) reported the account balance is \$5,965. There were no expenses or credits since the last meeting. Will need a \$1000 deposit for the Holiday Inn for our Biennial in November.

Helen Norman (Membership) reported we have 72 members. In the last month we lost 2, but gained a student.

Melissa Snow (Education) was absent. Lunch & Learn coming up on Tuesday. Agreed to give Tim Horton's cards to winning team.

Paulette Crowley (Public Relations) reported there is no update here.

Tim Summers (Webmaster) reported the website is up to date. Accepting information from people for resources. Should have a backup person for when Tim is unavailable or away. Vanessa volunteers. Board approved the purchase of software Tim uses for the website, for Vanessa.

*New Business:*

- AGM – Question was brought to our attention regarding anonymous nominations for AGM. Tim will look at putting something on website. Paulette will create an email account to send to members only to use for anonymous voting.
- CRM Course – Information \$250 came from International. Can the Chapter get access to this.
- Leadership in Nova Scotia - Paulette has the minutes from the leadership weekend Nova Scotia. Will send to Sherry to distribute to the board members.



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Linda MacAdams has put together roles and descriptions, and will send to us. Operational manual sent to Katherine Chornoboy to use to create template for Chapters to use.

- Biennial – Bags/binders for conference. Look at 4-5 ideas. Will get samples from Imprint.
- Paulette will send email to get dish suggestions for AGM.

Paulette thanked everyone for coming, and concluded the meeting.

for *Vanesse King*  
Secretary – Sherry DeSouza

*Paulette Crowley*  
President – Paulette Crowley