



ARMA Terra Nova Chapter Minutes

Monthly Meeting

Date: April 18, 2013

12:30pm – 2:00pm

Location: Nalcor

Present: Vanessa King, Ryan Kelly, Jessica McDonald, Ashleigh Reid, Helen Norman, Rhonda Guay, Tim Summers, Paulette Crowley, LeeAnn Coady

Absent: Melissa Snow, Sue Taylor

President, Vanessa King welcomed everyone to the meeting.

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 March 31st \$9,597.89.

Membership: Helen reported we currently have 69 members. This includes 3 honorary members. Lost 2 people.

Education: Melissa was absent and no update was provided.

Public Relations: Paulette spoke about the upcoming shred day. It was listed on all radio stations, newspapers, social media and on our website.

Webmaster: Tim reported that the Lunch-n-Learn is going to be listed on the website tonight. PIP Day is listed on the website and the National Conference is also listed.

New Business:

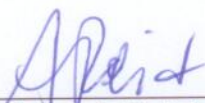
- AIEF Silent Auction – It was agreed that we would donate \$50 to the auction. Helen is going to pick up a gift downtown.
- Spring Summit – Vanessa and Melissa are leaving May 2nd. Breakdown attached. Rhonda spoke on the voting process. We learned a lesson for next year to ask who is available and would like to attend and then vote from those people.

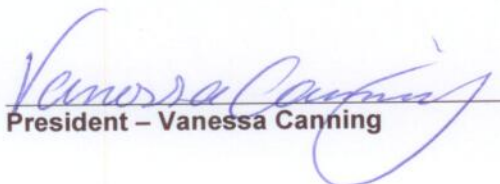


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- NL Connections Conference – Verna is planning a conference similar to IM Days in Ottawa. They want us to partner with them. There would be no financial obligation for our chapter. They want our logo to put on the website. Members would get a discount on the conference rates. The board agreed to let them use our logo.
- AGM – Nominations for board members will be sent out prior to the AGM. Vanessa will send out a letter of interest to the membership to see who might be interested. We will have the May board meeting as an open one to further gauge interest for new board members. Positions up for renewal this year are: Directors at large (Helen and Melissa will become 1 year terms and Sue and Rhonda will be 2 year terms so we won't have to renew all 4 positions at once), Secretary, & Treasurer. It was voted that we will go to a restaurant. We will have the same pay arrangement as we do with our Christmas lunch. Helen will look into places to go for June 13th.
- Chapter Dues – Board voted to not increase the chapter dues.
- Policy & Procedure Handbook – ARMA Canada has a template we can use as a guideline. Ryan, Vanessa, Paulette, & LeeAnn Coady are going to review the manual.
- Awards/Grants – list and descriptions (Paulette) – Deadline for applications is April 22, 2013. There are changes with regard to awards & grants pending for Saskatoon. Elizabeth Evans was nominated for Distinguished Member of the year. Patsy Tremblett is nominated for Region Member of the year. Nomination letters attached.
- Newsletter (Leanne) – It was decided that we would have 1 newsletter in the fall and 1 in the winter.

Vanessa thanked everyone for coming, and concluded the meeting.


Secretary – Ashleigh Reid


President – Vanessa Canning