



## ARMA Terra Nova Chapter Minutes



### Monthly Meeting

Date: November 16, 2011

12:30pm – 2:00pm

Location: NLC

**Present:** Sherry De Souza, Helen Norman, Jessica MacDonald, Sue Taylor, Ryan Kelly, Ashleigh Reid, Yvonne Martin Elizabeth Evans, Vanessa King

**Absent:** Melissa Snow, Paulette Crowley, Tim Summers, Rhonda Guay

**Acceptance of minutes:** This was forwarded for next meeting since President not present.

**The Board of Director Reports is as follows:**

**Treasurer Report:** Ryan Kelly reported:



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## Treasurer's report - November 2011

25/10/2011 through 17/11/2011 (in Canadian Dollars)

11/12/2011

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Date	Num	Description	Memo	Amount
<b>BALANCE 24/10/2011</b>				<b>6,857.45</b>
28/10/2011		lunch And Learn	October Lunch and Learn	60.00
28/10/2011	504	Helen Norman	Gift for Auction	-23.73
28/10/2011	505	Sue Taylor	Food for meeting and Lunch and Learn	-153.25
30/10/2011	506	Ryan Kelly	Mailbox Rental	-152.55
<b>25/10/2011 - 17/11/2011</b>				<b>-269.53</b>
<b>BALANCE 17/11/2011</b>				<b>6,587.92</b>
<b>TOTAL INFLOWS</b>				<b>60.00</b>
<b>TOTAL OUTFLOWS</b>				<b>-329.53</b>
<b>NET TOTAL</b>				<b>-269.53</b>



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**Membership:** Helen Norman reported that we currently have 76 members. Helen reported that there are a number of ARMA members who did not join the chapter.

**Education:** No update. Education director not in attendance.

### **Public Relations:**


- Paulette Crowley stated that the content for the newsletter was pretty much already there, they just need to pull it all together. Hoping for something soon.
- Social networking-Twitter. Ryan stated we have a lot of followers. Twitter allows us to link events back to ARMA page.
- Also discussed creating a facebook page for ARMA. However, there is a lot of work behind it. Tabled for now. May look at linkedin again.

**Webmaster:** No update. Webmaster not present.

**Advertising on Webpage:** Reply from international stated that we can set up our own guidelines since the website is our property.

### **New Business:**

- **Silver Merit award (Vanessa)**
  - To achieve the Silver Merit Award, need to complete 2 of the 4:
    - 25% of the board attend leadership days at the Annual Conference
    - 25% of chapter board attend respective region leadership conference
    - Increased net membership from beginning of fiscal year
    - 50% of chapter board complete online leadership academy courses
- **Logo**
  - Paulette has set up a meeting with Kevin to review logos.
- **Chapter By-laws**
  - Paused. There is a new Canada Corporations Act so may be changes to the by-laws.
- **Christmas Luncheon**
  - Date is December 14<sup>th</sup>, Place: East Side Mario's. Will order from the regular menu. Jessica putting together the poster to send to members. Discussions around the gifts could be wine and chocolates.

  
Secretary – Sherry De Souza  
ARMA Terra Nova Chapter

  
President – Paulette Crowley

Date Completed

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