



ARMA Terra Nova Chapter Minutes

Monthly Meeting (was open to members)

September 12, 2013

12:30pm – 2:00pm

Location: Nalcor Energy Building - Hydro Place

Board Members Present: *Vanessa Canning, Ryan Kelly, Helen Norman, Rhonda Guay, Paulette Crowley, LeeAnn Coady, Virginia Connors, Tim Summers*

Absent: *Melissa Snow*

Other Chapter Members Present: Elyse Summers, Nina Goudie, Jeanie Myrick, Cassandra Cole (CNA rep)

President, Vanessa Canning welcomed everyone to the meeting. As other chapter members were present, all in attendance introduced themselves.

Vanessa advised that the minutes of the Annual General Meeting (AGM) will be accepted at the next AGM.

The Board of Director Reports are as follows:

LeeAnn Coady (new Treasurer) reported that an upcoming meeting is scheduled for her, Vanessa and Ryan to get all financial data passed over to her. A meeting is also scheduled for them to go to the bank to make necessary signatory changes. The board approved the purchase of additional copy of Quicken software for LeeAnn. Helen Norman informed members of the new changes from ARMA International with respect to Escrow Reports (as per her recent email to board members). Ryan advised that the Chapter was in a very good financial situation (\$9,000 approximately??). LeeAnn will provide a financial report at the October Board meeting.

Helen Norman (Membership) provided the Secretary with a membership list as of August 6, 2013. There are 61 members, including 3 honorary members and one student member. Tim Summers advised that his reports only show 56 members - these reports not showing honorary members. There have been some delays with receiving membership lists - these typically arrive the 5th or 6th day of the month. Helen advised that there is a new process for students whereby the membership will run from September to September but remain active until following January which will assist students as they seek employment. Mary Ann Evans, former student representative will remain active until January 2014. Cassandra Cole will get new email address for Mary Ann so that future Chapter emails can go to her. Helen has been in contact with Elizabeth Evans regarding new name to replace Vanessa. Lori Hogan's email address has changed - board member (Ryan??) will track down new email via Lori's Facebook page and provide to Helen and Virginia. Members were advised that honorary members are Randy Cooper, Dave Rudofsky and Bill Moores. Helen advised that there have been some ARMA International changes with membership categories.



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Melissa Snow (Education) - in Melissa's absence, Vanessa provided an update on Education activities. September Lunch and Learn scheduled for September 25 with Shelley Smith as speaker on social media related issues. This session will be held at the Office of Chief Information Officer, 40 Higgins Line. Parking is available in the Confederation Building parking lot. Virginia will change the reply email address on notice before it goes out to members and IM Community, and will advise folks about parking. Melissa will be arranging a tour of the C-NLOPB storage site (core samples) for the October session. Rhonda suggested that she make arrangements online as it may be easier and quicker to arrange. The November session was discussed and the majority of those in attendance were in favour of a panel discussion group set-up for November instead of the member sit down (speed dating) option which had previously been discussed. Ryan offered to get a full range of speakers for future review / discussion with board. Members discussed the need to provide time limits for panel speakers and audience questions and also keep the session focused by providing panel members with questions and items for discussion. Vanessa will advise Melissa of changes to November session. Virginia suggested that we should also go out to members to seek suggestion for panel members and topics, and also suggested that we may want to consider vendors as panel members.

Paulette Crowley (Public Relations) reported that there had been one newsletter for last year with a lot of work going into this by LeeAnn Coady. This year LeeAnn will be assisting Tim with the Chapter website. Members felt that there isn't enough content or time available to prepare newsletters on a regular basis. Only a few other Chapters (PEI) produce a newsletter. It would be best to do a blast email to members from time to time. Ryan mentioned that there is also activity on the Chapter Twitter account. Paulette spoke about other ways to market the Chapter by offering advertising to vendors and others - could offer bronze, silver and gold levels for advertising costs. Paulette will explore this approach further and provide board members with more information on this at next board meeting. Paulette also mentioned that Greg Alyward asked whether our Chapter could send out an email to members about the IPS services. IPS has supported the Chapter by doing 4 shred events. Members were in agreement with sending an email out about the IPS services. Rhonda advised that the Calgary Chapter website takes advantage of links from the website to get their messages out and that board members (with specific roles) have their own specific email accounts - passwords are shared so that others email accounts can be accessed when necessary. It was suggested that the positions dealing directly with board members and chapter members should have ARMA Terra Nova email accounts (not use personal email) and that each role would be responsible for managing their own email records. It was agreed that Tim should set up email accounts and use one common password. The draft email policy was discussed and Vanessa will review and make updates and will provide to members for discussion and then it will be approved at next board meeting.

Tim Summers (Webmaster) reported on the website. Members had some questions regarding location of board minutes which can be found under About Us. Tim will get additional software for LeeAnn to access the website and the Board approved the purchase of additional software.

New Business:

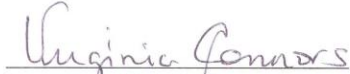


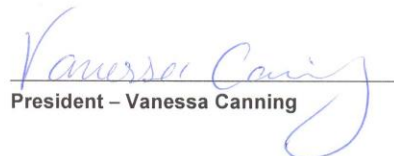
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- The November session was discussed under the Education Update
- Chapter By-Laws and Operation Manual
 - Discussion on how often meetings will be open to members
 - CNA student representative does not have voting rights
 - Operational manual has been reviewed (template was provided by ARMA International)
 - Vanessa will get the by-laws approved by all board members. They will be sent to By-Law Committee first and then sent to all board members.
 - LeeAnn advised that the Secretary should have draft board minutes out to members within 10 days and the are approved at next meeting.
- Raffle Tickets for Educational Fund were provided for sale by Vanessa
- Members were advised of Scholarships being offered by International
- Paulette offered to take any Chapter questions to International when she attends the upcoming Conference.

Next Meeting - Scheduled for Thursday, October 17th - and board agreed that the meeting would be open to Chapter members. Jeanie Myrick offered to host the meeting at the Human Resources Offices (Centre for Learning and Development) - Public Service Commission Building - on Mundy Pond Road. Rhonda also offered the Nalcor Energy Building in case another venue is required.

Vanessa thanked everyone for coming and concluded the meeting. Adjourned at 1:45 PM.


Secretary – Virginia Connors


President – Vanessa Canning