

Date and Time:	October 9, 2018, 1200h
Location:	Virtual on Google Hangouts
Board Members:	Angela Watt, Gina Smith, Emily Speight, Kristan Cook, Deb Phillips
Regrets:	Jordan Uytterhagen, Jacqueline Gartner, Mike Clarke
Vacant Positions:	Programming

Meeting called to order at 1205h

1. Review and Approval of Agenda

Motion: Accept agenda as presented

Made by Emily Speight and seconded by Angela Watt CARRIED

2. Review and Approval of board meeting Minutes

Motion: Approve minutes from September 11, 2018

Made by Gina Smith and seconded by Angela Watt CARRIED

3. Actions Items from Previous Meeting

See attached list from previous strategic planning session

4. Directors Reports (available on SharePoint, contact Directors with any questions)

- a) President
- b) President Elect
- c) Treasurer
- d) Program and Learning Director
- e) Membership Director
- f) Marketing Director
- g) Communications Director
- h) Secretary
- i) Webmaster

5. New Business

- a) Approval of June AGM minutes

Motion: Approve the June AGM minutes as presented

Made by Angela Watt and seconded by Deb Phillips CARRIED

- b) Programming resourcing, communication and debrief of event discussion
 - i. Angela recommended each board member take an event
 - ii. Gina requested a time when her MIM coursework is lighter, Emily concurred
 - iii. Deb recommended moving forward with a program meeting
ACTION: Deb to chair programming meeting

- c) Strategic plan
 - i. Angela recommended discontinuing with the strategic plan to reduce the workload demands currently placed on Board Directors

Motion: Discontinue with the Strategic Plan development
Made by Angela Watt and seconded by Gina Smith CARRIED

- d) Membership requirements for Board Members
 - i. Angela reminded everyone that Board Members must have a valid Chapter Membership to serve on the Board

ACTION: All Board Members to ensure their membership is current

- e) Email for Information: ARMA Canada
 - i. ARMA has emailed Chapter Leaders requesting feedback

ACTION: Angela to post on SharePoint

ACTION: Board members to update

- f) Standard process for member recognition

- i. Discussion of this topic will be moved to the November meeting as Jacqueline Gartner was unable to attend this meeting as anticipated

- g) Overhead projector purchase

- i. Discussion regarding the need for a Chapter overhead projector. The cost to rent is very high.

Motion: Purchase a Chapter overhead projector; the cost to exceed no more than \$600
Made by Deb Phillips and seconded by Kristan Cook CARRIED

ACTION: Deb to purchase a Chapter overhead projector

- h) ARMA conferences

- i. Reminder to Board that there is a standing motion to allow the Chapter to send the President and the President Elect to the International (President only) and Canadian (President & President Elect) ARMA conferences.

- i) Student discount

- i. Previous attempts at providing discounted memberships to students were unsuccessful due to issues with escrow payments / accounting system limitation. Issue will need to be resolved for the Chapter to be successful in providing a student discount.

ACTION: Deb to email Heather from ARMA Canada (cc to Angela) to determine if the issue has been resolved.

6. Adjournment

Motion: Adjourn the meeting

Made by Deb Phillips and seconded by Gina Smith CARRIED

Meeting adjourned at 1235h

Next Meeting:

Date and Time: November 13, 2018 1200h

Location: Virtual on WebEx Software (further information to follow)