

Date and Time:	March 12, 2019, 1200h
Location:	OmniJoin
Board Members:	Angela Watt, Gina Smith, Emily Speight, Jacqueline Gartner, Deb Phillips, Ken Oldenberger (Special Guest, ARMA Canada)
Regrets:	Jordan Uytterhagen, Mike Clarke
Vacant Positions:	Programming, Membership

Meeting called to order at 1203h

1. Review and Approval of Agenda

Motion: Accept agenda as presented with request from Deb to include Action Items listed in last meeting minutes rather than a reference to a listed summary stored in the Agendas Materials & Minutes folder.

Made by Jacqueline Gartner and seconded by Deb Phillips CARRIED

2. Review and Approval of board meeting Minutes

Motion: Approve minutes from February 12, 2019 with request from Deb to include Action Items listed in last meeting minutes rather than a reference to a listed summary stored in the Agendas Materials & Minutes folder.

Made by Deb Philips and seconded by Jacqueline Gartner CARRIED

3. Actions Items from Previous Meeting

ACTION: Deb to explore payment options to determine if there is an automatic payment option that does not require a credit card.

ACTION: Angela and Jacqueline to prepare a synopsis of upcoming events.

ACTION: Gina to provide synopsis for March event.

ACTION: Gina to email prepared cost breakdown structure and budget to the Board members for approval.

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

a) President

i. Welcome Ken Oldenberger

ii. Ken discussed the Leadership Conference for ARMA Board Members

b) President Elect

i. Requires overhead projector for March event. Will pick one up as projector has not yet been purchased.

ACTION: Gina to purchase overhead projector prior to March event.

c) Treasurer

d) Program and Learning Director

e) Membership Director

f) Marketing Director

g) Communications Director

h) Secretary

- i) Webmaster

5. New Business

- a) April Event CPG
 - i. Angela may plan an additional event for April as it is Records Management Month.

Motion: Approve the April Event CPG submitted by Angela.

Made by Jacqueline Gartner and seconded by Gina Smith CARRIED

- b) Election and AGM
 - i. Occurs in June
 - ii. Request Board members determine if they will serve another year.
ACTION: Board members to let Angela know if they intend to allow their name to stand for next year no later than April 1, 2019.

- c) EventBrite Registration
 - i. Deb requests that EventBrite registration not be closed until 30 minutes after the completion of an event to allow for walk-ins (provided the event is not sold out).
ACTION: Jacqueline to ensure all current EventBrite registrations do not close until 30 minutes after the completion of an event and to continue doing this going forward to allow for walk-in attendance.

- d) ACA Professional Development Opportunities
 - i. Jacqueline discussed opportunities with ACA.

- e) ARMA Canada Conference (President & President Elect)

Motion: Approve sending Angela Watt (President) and Gina Smith (President Elect) to the ARMA Canada conference at an approximate cost of \$2600/person. If registration fees are not covered at an approximate cost of \$3700/person.

Made by Deb Philips and seconded by Emily Speight CARRIED

Angela & Gina abstained from voting

- f) ARMA International Conference (President)

Motion: Approve sending Angela Watt (President) to the ARMA International conference at an approximate cost of \$1900 and if registration fees not covered an approximate cost of \$3700.

Made by Deb Philips and seconded by Jacqueline CARRIED

Angela & Gina abstained from voting

6. Adjournment

Motion: Adjourn the meeting

Made by Emily Speight seconded by Gina Smith CARRIED

Meeting adjourned at 1300h

Next Meeting:

Date and Time: April 16, 2019 1200h

Location: Virtual on WebEx Software (Invite to be sent out at future time)