

**Special Interest
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Highlights:

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REGION UPDATE

ARMA Canadian Region

www.armacanada.org

Canadian Regional Conference in Vancouver



Once again the Canadian Region held a successful educational and networking conference for its members. The Pre conference workshops

were well attended and The networking was kicked off with a welcome reception with a Klondike theme to promote the Yukon, members also gained cultural insights to one of our Northern Territories. The opening keynote, Dr. Nick Bontis was inspirational for a great start to the conference. The education offered by the various speakers from all over North America was wide ranging and catered to all levels of expertise.

As this conference occurred during another part of a Canadian cultural tradition, the Stanley Cup Final, there was high energy.

Pacific Coast First Nations tradition was celebrated by having a potlatch during the awards banquet.

The next conference will further the Information Management Symposium theme while traveling more than 3000 miles to St John's, NL.

New Region Team

This year will mark the first year of Regional Leadership for 3 out of the 5 Canadian Region Team members. The new Region Team comes packed with experience, insights of the Chapter Leadership and most of all, enthusiasm.

This year will mark the continuation of successful practices from the past and the introduction of new initiatives derived from member feedback.

The new Region Team is comprised of Roslyn Chambers, Region Manager, Patricia (Pat) Burns, Eastern Coordinator, Brian Stinson, Central Coordinator, Joseph (Joe) Kulyk, Western Coordinator, Leonora Casey, Region Treasurer.

There is also the new addition of a Programs Committee with representation from Chapters across the country lead by Gita Werapitiya.

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Anniversaries

*"She's getting' on in age
she is..."*

Many Canadian Chapters will be celebrating anniversaries this year.

Here is a list of the inauguration dates for the all Canadian Chapters in order of their age.

1968 Montreal
 1969 Toronto
 1970 Vancouver
 1971 Ottawa NCR
 1975 Edmonton
 1976 Calgary
 1978 Winnipeg
 1980 Atlantic
 1980 Southwestern Ontario
 1983 Saskatchewan
 1986 Halifax
 1990 Terra Nova
 2003 Prince Edward Island
 2003 Vancouver Island

Policy Update Canadian Region Conference Selection Process

This past year, a new process was introduced to select the upcoming Annual Canadian Regional Conference.

Introduced by Roslyn Chambers and adopted from the Pacific Region of ARMA International, this process included a voting system where Chapter leadership participates in the selection of the conference sites. This process allows any Chapter to give a presentation on their desire to hold the annual conference.

Criteria that the presentation must include are:

- facilities for concurrent, multiple sessions;
- facilities for general assemblies and social functions;
- facilities for trade show;
- food and beverage for all events;
- audio visual equipment, if necessary, and high speed internet access;

- accommodation for guests within close proximity to the conference facilities;
- conference city, facilities and accommodation easily accessible by air/ground transportation;
- access to recreational activities, tours, etc.

Each Chapter in the Region is able to vote for the Chapter that they decide should hold the conference. Each Chapter gets one vote. As there are now 14 chapters in Canada, a tie is reviewed by the Canadian Region Team.

This process was successful at the recent leadership meetings in Vancouver and was unanimously approved to become a formal Canadian Region process.



Eastern Region

The Eastern Region, coordinated by Pat Burns.

The PEI Chapter has already had its first educational seminar. A Lunch and Learn was presented on March 11, 2004. The presentation on XML made history as the first offering of this new Chapter.

Pat has plans to visit each of the Chapters in the Eastern Region culminating with the Regional Conference in St John's, NL.

Central Region

The Central Region is coordinated by Brian Stinson.

Valdene Wager of the Southwestern Ontario Chapter will be the representative of Canada on the ARMA International 2004/2005 awards committee.

Brian has plans to visit each of the Chapters in the Central Region this year including the belated 35th anniversary celebration of the Montreal Chapter.

Western Region

The Western Region, coordinated by Joe Kulyk.

The Western Region Chapters have been active over the last few months. The Calgary Chapter is supporting an ARMA Educational Foundation research project. Other Western Chapters are planning exciting program years with the Vancouver Island Chapter planning their first year. Plans are underway to share visits in the large geographical area of the West with the Region Manager, Roslyn Chambers.

Region Manager

The Canadian Region Manager is Roslyn Chambers.

Roslyn is planning a very exciting new beginning for the region including financial accountability, bilingualism and policy development.

This year's conference will be held in St John's, NL for the first time in Canadian history. It is set to be the most successful conference in years. This is one of the biggest challenges for the year but is likely to be one of the most satisfying ventures.

Information Symposium 2004 Little Known Facts

Leadership

Many thanks to our special guests from ARMA International and other Regions who joined us at the Leadership Sessions and helped train the new Chapter Leadership for the coming year.

Congratulations to the Chapter Leaders who attended the sessions on behalf of their Chapters and provided a full representation from all Canadian Chapters.

Thanks to Rick Weinholdt for an enlightening planning session where needs, wants and brilliant ideas for the Canadian Region were brainstormed.

Awards Dinner

The Calgary Flames didn't win the Stanley Cup but Calgary's **Sharon Robertson** was honoured with the Canadian Member Recognition Award for her contribution to the Region and the Records Management Industry.

\$597 was raised at the Awards Dinner Silent Auction for the ARMA International Educational Foundation.

Note: All chapters must have submitted their Chapter information to ARMA International Member Services by July 1, 2004 to be updated on the Web site and be included in the Chapter Connection and have access to the ARMA International Intranet.



Information Management Symposium 2005

May 8-11, 2005 - Delta St John's Hotel and Convention Centre

www.armacanada.org

Information Symposium 2005 is the ARMA Canadian Region Annual Conference that offers educational and networking to members of the Canadian Region and guests from all over the world.

This conference will include 3 industry leading Keynote Speakers, workshops, panel discussions and cutting edge topics within the Information Management profession.

Enjoy the splendor of St John's Newfoundland and Labrador as the setting for this outstanding professional development event.

NEW!!!!

This year's Conference will include the ICRM examinations.

All 6 parts can be taken during the examination schedule on May 5, 6, 2005 at the Delta St John's Hotel. To register for this location email: armacanada@shaw.ca.

CANADIAN REGION FINANCES

With transparency and accountability to the Canadian Region Members, the Region Team would like to present our current financial processes and situation in this issue of the newsletter.

Each year, ARMA International provides the Canadian Region with funds as part of the Region Manager/Coordinator Program. These funds are to be used for Chapter visits, Region Team travel to Leadership and the ARMA International conference. ARMA International covers Chapter visits to half of the Chapters in the Region each year, travel and 2 nights accommodation to Leadership and the ARMA International conference.

The Canadian Region hosts a conference each year whose goal is to provide education and networking opportunities to Canadian Region members. When the Regional conference produces a profit, these funds are used to supplement Chapter visits and travel expenses not covered by ARMA International and finance Region initiatives.

There are 2 bank accounts used for Region Financial activity, there is one used for the conference (Bank of Montreal, Calgary Branch and the other used for Region expenses (TD Canada Trust, Vancouver Branch). There are 3 signatories for Region funds. The Region Manager, Region Treasurer and one Coordinator who acts as the Region Secretary. This year, these signatories are Roslyn Chambers, Leonora Casey and Joe Kulyk.

A budget is included in this issue for the upcoming Region Conference in St John's, Newfoundland and for the Region expenses for 2004/2005. A complete financial statement for the 2004 fiscal year will be provided

ARMA Canadian Region

Region Manager
Roslyn Chambers

Eastern Region
Coordinator
Pat Burns

Central Region
Coordinator
Brian Stinson

Western
Coordinator
Joe Kulyk

Region Treasurer
Leonora Casey

We're on the Web!

See us at:

www.armacanada.org

Region Team Budget 2004/2005

Revenue

ARMA International	6,578.00
Conference	<u>600.00</u>
Total	7,178.00

Expenses

Long Beach - hotel	1,400.00
Long Beach - Treasurer	400.00
Long Beach expenses	178.00
Long Beach - CDN Party	0.00
Chapter Visits - Western	1,400.00
Chapter Visits - Central	1,500.00
Chapter Visits - Atlantic	1,500.00
Chapter Visit - Victoria	200.00
French Translation	500.00
Misc (postage, etc)	<u>100.00</u>
Total	7,178.00



There have been many changes this year in the processes of the Region. The processes are being strengthened in order to provide more accountability and transparency in all activities, financial and others.

The following policies are in various stages of approval – see the website for more information:

Conference Selection
Conference Volunteers
Conference Guidelines
Leadership Session Funding
Honourary Membership Award
Canadian Member Recognition Award
Budget Development
Region Team Travel
Financial Statements

Canadian Regional Conference Budget 2005

Revenue

Exhibit Floor	45,000
Presentation theatre	
Sponsorship	30,000
Registration	<u>163,625</u>
	238,625

Expenses

Breakfast	14,000
Lunch	20,000
Dinner	15,000
Theme Night	2,500
Coffee	9,000
Leadership	3,000
Sunday night reception	3,500
Meeting room charge	0
Exhibit Space charge	0
Speakers per diem/trav/accom	15,000
Speaker Gifts	1,000
Website / pre reg	5,000
Onsite Registration	3,000
Photocopier/hand out printing	1,600
Pre Marketing Material	3,000
T Shirts / Pins	300
Postage/Sorting	3,000
Event Brochure	1,800
Audio Visual	10,200
Exhibit Display costs	3,000
Entertainment	2,500
Registration Kit Bags	2,500
Signage	2,000
Region Team Expense	9,000
Credit Card Fees (Assoc Plus)	5,000
Telephone/internet/security	2,000
Volunteers	2,500
Conference 2004 Deficit	37,336
2004 Chapter Funds	2,000
2003 Chapter Funds	2,000
Conference Planning Fees	<u>7,490</u>
	188,226
Projected Profit	<u><u>50,399</u></u>