



Po Box 6624 Station D  
Calgary, Alberta T2P 2E4  
armacal@arma.calgary.ab.ca

# ARMA Calgary Chapter

## Secretary's Annual Report

July 1, 2008 to June 30, 2009

The Secretarial duties that I undertook for ARMA the past year have been my inaugural experience in any such leadership role for an association and continue to provide a learning experience every step of the way. Most of my efforts have been geared towards the preparation for the monthly board meetings, conducting official motions via email and keeping records of other ARMA related business that occurs outside of board meetings. This included gathering all of the Board Reports from the respective Board Members, adjusting the agenda if needed, distributing these documents prior to meetings, recording the meeting minutes and publishing the minutes afterwards. This year there was a significant change in the way the Secretary carries out these tasks all thanks to the new Content Management System (CMS) that had been implemented as part of the website upgrade.

Prior to the CMS, all board members had to keep their own ARMA related records on their personal computers or on their desktop computers at work. Without the convenience of a shared network drive, much like in our place of business, it could be a hassle trying to track down the latest meeting agenda, the most up to date financial statements or, as this year has proven, the most recent Board Member contact list. The CMS provides a portal for the Board Members to access these documents much like how many of us have been accustomed to at our regular jobs. We now have the ability to instantly post documents and make them available online with the assurance that what we are seeing is accurate and up to date. Furthermore, we have the ability to minimize the impact we have on our employers IT resources, albeit slightly, by reducing the amount of emails that are sent between Board Members and trimming down how many files we keep on PC's at work.

### **Activities**

Collaborated with President and Vice President and sent in a gaming application to the Alberta Liquor and Gaming Commission in order to operate a 50/50 draw at Luncheons, unfortunately it was rejected.

I spent some time with the Archivist to learn about the archiving process. This helped me to effectively organize and name documents that I will eventually submit for archival.

Contributed a small article to November Newsletter that focused on Remembrance Day and the significant role that "records" plays in shaping our collective and personal history.

Was responsible for plate spinning duties in relation to objectives we had outlined in our Strategic Plan.