

ARMA-Madison Chapter 2006-2007 Chapter Report September 2006 - May 2007

Highlights

ARMA Madison had many accomplishments this past year and several members who got involved to make this happen. Some highlights include:

Special Events

- Hosted the Great Lakes Region Leadership Conference.
- Received a proclamation from the Governor of Wisconsin to proclaim April as RIM month.
- Hosted first **Records & Information Management Month (RIMM)** Community Shredding & Charity Event – April 20-21. Collected \$649.00 in donations that were distributed to two local charities: The Atwood Community Center and the Salvation Army.
- Hosted joint meeting with Four Lakes Society for Technical Communication (STC) Chapter for first time.

Spring Seminar – March 22, 2007

“Records Management at the Crossroads: Impacts of the Converging Information Sciences”

- ⇒ Secured co-sponsorship for the seminar from the Wisconsin Public Records Board (PRB), the Wisconsin Historical Society Advisory Board, and the UW-Madison School of Library & Information Studies (SLIS)
- ⇒ Received platinum, gold, and silver sponsorships as well as donated services from several area companies and government agencies to underwrite some of the seminar expenses
- ⇒ Secured the President of the Society of American Archivists as a keynote speaker
- ⇒ Pulled together a diversified panel of experts which included a professor, Certified Records Manager, IT consultant and records storage vendor
- ⇒ Sent out a major mailing to Madison’s top 300 companies announcing the spring seminar, which not brought in some new seminar attendees, but also provided some potential new chapter members.
- ⇒ Developed a successful vendor fair that included brief presentations by vendors on their company products and services
- ⇒ Created two seminar resource packets, based on research conducted by two SLIS graduate students and a chapter board member, providing a wealth of links and references to information technology, archives and records management resources
- ⇒ Provided 5.0 CRM credits for continuing education hours to applicable seminar participants

- ⇒ Posted presentation files to the chapter website after the seminar at the request of seminar participants
- ⇒ Used PayPal to accept online payments for the seminar; On-line payment has become the preferred method of payment for the seminar and monthly programs
- ⇒ Utilized a state-of-the-art educational facility in downtown Madison for the seminar
- ⇒ Provided scholarships to two area college students to attend the seminar
- ⇒ Received \$2,300 in vendor revenues and netted over \$2,100 in profits.
- ⇒ Ninety (90) area professionals attended the seminar.

Administration

- Revised the chapter bylaws.
- Developed and approved a records retention schedule for the chapter.
- Obtained D&O insurance for the chapter.
- Developed our strategic plan early in the year.
- Implemented a new board of director nomination and voting process.
- Began to write a Chapter Leadership Handbook
- **Chapter Website:** <http://www.armamadison.org/>
 - ⇒ University of Madison School of Library & Information Studies (SLIS) and the University's Archives & Records Management Services hosted the Web site for the first half of the 2006-2007 chapter year.
 - ⇒ The site is now hosted by Cyberius Networks. The website was totally re-designed by Literary Lunch using the CSS (cascading style sheets) style which allows for easy updating.
- **Chapter Newsletter**
 - ⇒ The Chapter Newsletter is published electronically monthly (September – June) on the chapter's website in both html and PDF formats.
 - ⇒ E-mail notifications go to all chapter members and interested parties monthly when the new edition is available. This saves us an estimated \$1,300 per year in printing and mailing costs.
 - ⇒ Our new Webmaster, member Tim Hughes, posts the newsletter to the Chapter Website.
 - ⇒ Newsletter income comes from vendors' ads. The ads are offered to the vendors at a minimal cost. Yearly ads are also provided to vendors providing Platinum, Gold and Silver sponsorship levels for our Spring Seminar.
 - ⇒ Expenses for the newsletter include the newsletter editor's ARMA membership fees (international and chapter dues) and the fee for attending our spring seminar. The chapter underwrites these expenses.

- **2006-2007 Chapter Finances**
 - ⇒ Beginning balance = \$12,358.81
 - ⇒ Ending balance = \$6,394.19
 - ⇒ Funds are split between checking and CD's as listed below:
 - Checking – \$1,939.19
 - CD - \$4,455.00

Lowlights

Chapter membership decreased this year.

Membership

Unfortunately, ARMA Madison's membership declined after several good years of increases.

- Our chapter membership decreased by 17% from 54 members in September 2006 to 45 members in June 2007.

Programs

Eight programs and tours were offered at monthly meetings. Overall, meetings were well attended, averaging 27 attendees per meeting.

2006 - 2007 programs:

October 2006

Topic: Tour of State Records Center

Speaker: Harold Coltharp

Attendance: 18

November 2006

Topic: Delivering (Records Management) On-line Training to All Employees – A Case Study

Speaker: Arlyce J. Vogel, CRM

Attendance: 27

December 2006

Joint meeting with BFMA & Holiday Fundraising Event

Topic: Here Comes Da Judge – The Secret Life of Judy Mahlkuch

Speaker: Judge Gary L. Carlson

Attendance: 25

January 2007

Topic: Electronic Discovery Sanctions in the 21st Century: Avoiding the Perils and Pitfalls (Video Presentation)

Speaker: Judge Shira Scheindlin – Keynote Address for 2006 ARMA International Conference

Attendance: 25

February 2007

Joint meeting with AIIM

Topic: E-mail Archiving-Eeeek! The Current State of E-mail Archiving Tools

Speakers: John Davidson, Tom Boser and Craig Lambrecht

Attendance: 30

March 2007

Tri-Chapter meeting (Madison, Fox Valley & Milwaukee Chapters)

Topic: Privacy Legislation

Speaker: Susan McKinney, CRM

Attendance: 23

March 22, 2007

Spring Seminar

Topic: Records Management at the Crossroads: Impacts of the Converging Information Sciences

Speakers: *Elizabeth W. Adkins, CA*, Director of Global Information, Ford Motor Co.

James C. Just, CDIA+, Partner, IMERGE Consulting, Inc.

Attendance: 90

April 2007

Joint program with the Four Lakes Society for Technical Communication (STC) Chapter

Topic: Everything You Wanted to Know About ECM and What No One Was Able to Tell You

Panel: Joyce Endres, Maria Herro, Dan Nordloh, George Sokol

Attendance: 52

May 2007

Monthly Program and Chapter Annual Awards Program

Topic: Record Keeping at the MacKenzie Environmental Education

Speakers: Derek Duane, Ruth Ann Lee

Attendance: 15

Miscellaneous Accomplishments

Awards

- **Certificates of appreciation** were presented to board members and committee chairs.
 - **Tenure Pins**
 - ⇒ Seven membership tenure pins were presented to members that have been members of the chapter for 5, 10, 15 and 20 years
 - **Awards:** Awards were presented to members who have shown commitment to the chapter and the profession. Awards given included:
 - ⇒ Leadership & Service Award
 - ⇒ Distinguished Service Award
 - ⇒ Rookie of the Year Award
 - ⇒ Rose Award
 - ⇒ President's Choice Award
 - ⇒ Chapter Member of the Year Award
- Special awards:*
- ⇒ ARMA International Service Award
 - ⇒ Old Faithful Award
 - ⇒ Hostess with the Mostest Award
 - ⇒ Missing in Action Award
 - ⇒ Chapter Guardian Angel Award

Professional Bridges

- Built professional bridges by fostering effective relationships with other professional associations over the years and continued the tradition of holding joint meetings with BFMA and AIIM during 2006-2007. New this year was a joint meeting with the Four Lakes STC (Society for Technical Communication) Chapter. This meeting, besides our Spring Seminar, was the meeting with the highest number of attendees.

Community Involvement

- Held a holiday charity drive at the joint ARMA/BFMA meeting in December 2006 in addition to the monthly program. Members from both organizations donated hand crafted and other items for the charity drive raffle. We:
 - Raised a total of \$456 which was distributed to the Salvation Army the YWCA, and the Atwood Community Center
 - Collected seven large bags of groceries and mittens, hats and gloves (42 total items) for the Atwood Community Center for distribution to those in need and to make someone's holidays a little brighter.
- Hosted the first community shredding event as part of RIMM in April. Partnered with a vendor member – Kard Recycling & Shredding, Inc. - to offer free shredding of personal papers to the Madison community. Collected \$649.00 in donations that were distributed to the Salvation Army and the Atwood Community Center.

Members Involvement in the Profession

Members involved in ARMA activities beyond the chapter level include:

- ⇒ Pam Duane, CRM, served as the Great Lakes Region Manager and was recently elected to serve as a board director for ARMA International.
- ⇒ Patricia Peirce was part of the group selected by ARMA International to provide input into a competency analysis survey for the Records and Information Management (RIM) profession. She currently serves as the treasurer of ARMA International Great Lakes Region. In addition, she has also been invited by her company's (American Family Insurance) compliance department to be part of a compliance round table with other insurance companies.
- ⇒ Nan Kunde, CRM, is the chair of the Society of American Archivists Standards Committee and a member of the ARMA Standards Development Committee. Nan will be beginning shortly a project to develop a metadata primer for records managers and may undertake another ARMA International standards project.
- ⇒ Lori Ashley participated as a member of the "Conversion & Migration Criteria for Recordkeeping Systems" task force.
- ⇒ Diane Vultaggio and Ana Aquino-Perez serve on a statewide committee that is developing statewide schedules for public records found in all state agencies and local governments. The committee has completed and obtained approval from the Public Records Board for schedules covering: Records Management Records, Forms Management Records, Mail & Messenger Services Records and Library Operations Records. In addition, the committee reviewed and updated a statewide general schedule for Fiscal & Accounting Records. Currently they are working on schedules for IT Business Records, and Administrative Records.
- ⇒ Tim Hughes, CRM gave three Lorman Education Services seminars throughout the state on "Document Retention and Destruction in Wisconsin."
- ⇒ Ruth Breunig is leading the ECM implementation effort at Alliant Energy.
- ⇒ Jodie Armstrong is in the process of obtaining her AIIM ERM Master Certificate after attending the AIIM Electronic Records Management Master Certificate Live Classroom Workshop training in Chicago.