



## ARMA – BFMA MADISON CHAPTER JOINT MEETING

DECEMBER 7, 2010

We invite you to participate in an opportunity to share breakfast, network, win prizes, donate to charity, and hear a presentation titled **A Records Management Methodology – It's a Jungle Out There**.

### Charity Event:

We ask you to bring along gloves, hats, scarves, and food for needy families in the Madison area. We will collect new, unwrapped items for either children or adults, or non-perishable food items to help stock food pantries.

In addition, you may donate arts, crafts, homemade baked goods, canning creations or surprise us with something creative for our annual charity event. If you don't have time to create or shop for a charity donation, your monetary donation (to the charity of your choice) is also more than welcome!

This year food, hats, gloves, mittens, and monetary donations will be donated to St. Vincent DePaul's Food Pantry and Homeless Shelter. If you wish to bring toys, they will be donated to Toys for Tots.

### Program

#### **A Records Management Methodology – It's a Jungle Out There**

*Presented by Dawn Bluma and Joyce Endres – State of Wisconsin, Department of Workforce Development (DWD)*

The session will provide an overview of a business analysis methodology that enabled DWD to schedule records created and received within a workflow process or program area. The records schedules cover records in all media including paper, electronic (desktop/e-mail), imaged, microform, audio recordings, and System Application Records.

Joyce and Dawn will walk attendees through the methodology, provide examples of a Program Area Functional Record Schedule and provide tips on how to manage and organize desktop and e-mail records.

### Speakers:

**Dawn Bluma** has worked for the State of Wisconsin Department of Workforce Development for 25 years in the areas of forms management, data administration, and records management. She has served on numerous statewide committees working on issues such as e-mail guidance, records training, and development of General Records Schedules. Her current focus is solely records management, with an emphasis on training.

**Joyce E. Endres, CFSP** is an Information Management Analyst Consultant under Je Consulting, LLC. She is currently working on an Electronic Records Management Project for the State Department of Workforce Development. Joyce retired from WI State Government as an IT Strategic Planning and Business Analyst after forty years of service. She is a Charter member of the BFMA Madison Chapter, a past BFMA Association President, and a Certified Form System Professional (CFSP). She currently serves as BFMA Madison Chapter President. Joyce has presented sessions at BFMA International Symposiums and other organization's seminars.

**Mark your calendar. We look forward to seeing you!**

**Meeting Date:** Tuesday, December 7, 2010

**Location:** American Family Insurance Company Headquarters  
Building A - Education Center – **Room A2152.**  
6000 American Parkway, Madison WI

**Parking:** Visitor Surface Parking Lot 2

**Menu:** Breakfast: Scrambled eggs, bacon, French toast, potato, and fresh fruit.  
Drinks: Coffee, tea, and juices

**Costs:** \$15 Member (Breakfast & Program)  
\$ 20 Non-member (Breakfast & Program)  
\$10 Program Only

**Registration:** 7:30 – 8:00 a.m.

**Breakfast:** 8:00 – 8:30 a.m.

**Charity Event:** 8:30 – 9:15 a.m.

**Program:** 9:15 – 10:15 a.m.

**Wrap-up:** 10:15 - 10:30 a.m.

*The room is reserved until 11:30, for separate BFMA and ARMA Board Meetings.*

**Reservations:**

Please respond by **noon Monday, November 29, 2010**

E-mail your reservation to Carol Henry at [chenry@amfam.com](mailto:chenry@amfam.com) or call Carol at 608-242-4100, ext. 31532.

Bring your check made payable to “BFMA Madison” to the event. Sorry, no credit or debit cards will be accepted.

**Cancellation:** To cancel, please call or contact Carol by Noon November 29, 2010.

**No-Shows will be billed!**

**In case of snow!** Please provide your e-mail with your reservation. BFMA will e-mail you, if the session is cancelled due to bad weather. If cancelled, the event will be rescheduled in January, 2011.