

**MAY
2003**

PRESIDENT'S CHATTER

By Diane Vultaggio

Well, another ARMA Madison program year has been successfully completed.

We again had an excellent lineup of program topics and speakers. I hope you were able to attend at least a couple of the monthly programs and benefit from the training the chapter has offered. During the last two years as your chapter president, I have been very pleased with our program and seminar topics. They have been very good learning opportunities and were timely.

Our last program meeting was on Tuesday, May 13, at Alliant Energy's Corporate headquarters in Madison. This was also our awards night for the 2002-2003 program year. It was a full agenda! Our tour guides were Patty Goninen and Judy Benish, both from Alliant's Facility Services Department. Thank you, Patty and Judy, for the tour and answering all of our questions. After the tour, our speakers were Priscilla Jaron and Ruth Kleisch who provided us with an excellent overview of their records program and great statistics. Thank you. We had a good turnout and an excellent meal.

We then gave out the chapter awards for outstanding members for this year. Congratulations to all award recipients - you are all very deserving of the recognition. If you missed it, our Awards chair, Rosemary Stark, will provide you with that information in the June newsletter.

If you have any ideas for programs next year, please contact Ruth Kleisch. Ruth will be our new Vice President of Programs, and she is very interested in hearing what you would like to have the chapter present as programs. If you would also be interested in serving on the program committee, they can always use your help.

<i>President's Chatter</i>	1
<i>From ARMA Headquarters</i>	3
<i>MemberFest Update</i>	3
<i>ARMA Madison to Celebrate 25 Years</i> .	3
<i>Great Quotes</i>	4
<i>MATC Foundation Awards and Recognition Breakfast</i>	4
<i>Thank You from VP-Seminars</i>	4
<i>Mark Your Calendar</i>	5
<i>Alliant Energy Tour</i>	5
<i>Advertise With Us</i>	7

ARMA^{Adison}

ARMA^{Adison} is published monthly from September through June. We welcome all letters, comments, and contributions from members. Send to:

Rosemary Stark, Editor
910 W. Wingra Drive
Madison, WI 53715
(608) 251-4843
rosemary.stark@strand.com

(Cont'd. on Page 6)

**ARMA MADISON BOARD
OF DIRECTORS**

PRESIDENT

Diane Vultaggio
St. of WI-Employee Trust Funds
P.O. Box 7931
Madison, WI 53707
(608) 266-5578
diane.vultaggio@etf.state.wi.us

VICE-PRESIDENT-PROGRAMS

Priscilla Jaron
Alliant Energy
P.O. Box 77007
Madison, WI 53707-1001
(608) 458-3320
priscillajaron@alliant-energy.com

VICE-PRESIDENT-MEMBERSHIP

Shirley Fox
Madison Metro Sewerage District
1610 Moorland Rd.
Madison, WI 53713-3324
(608) 222-1201 ext. 207
shirleyf@madsewer.org

VICE-PRESIDENT-SEMINAR

Ana Aquino-Perez
WI Dept. of Transportation
4802 Sheboygan Ave., Rm. 751
Madison, WI 53707
(608)266-5290
ana.aquino-perez@dot.state.wi.us

SECRETARY

Pat Peirce
American Family Insurance
6000 American Parkway
Madison, WI 53783-0002
(608) 249-2111
ppeirce@amfam.com

TREASURER

Tim Hughes
Madison Gas & Electric
P.O. Box 1231
Madison, WI 53701-1231
(608) 252-4799
thughes@mge.com

PAST PRESIDENT

Harold Coltharp, CPM
WI State Records Center
4622 University Ave.
Madison, WI 53702
(608)266-2770
harold.coltharp@doa.state.wi.us

REGION COORDINATOR

Pam Duane, CRM
Madison Gas & Electric Co.
P.O. Box 1231
Madison, WI 53701-1231
(608)252-7192 pduane@mge.com



May Attendees: Tim Hughes, Pat Peirce, Rosemary Stark, Diane Vultaggio, Pam Duane, Ana Aquino-Perez, Helen Flores, Ruth Kleisch, Karl Wellensiek Harold Coltharp, John Sciarba, Tom Pierce, Roland Terracina, and guest, Christine Ardern, CRM, FAI, Past President of ARMA International, Toronto, Ontario Chapter.

ARMA MADISON WEB SITE

<http://archives.library.wisc.edu/armad/armad.htm>

Check the ARMA Madison Web site frequently as new information is posted as it becomes available.

The information contained in this newsletter does not necessarily reflect the views of the membership or the editor, nor is there any endorsement of ads, seminars, articles, or commentaries intended. Contributions or gifts to the Association of Records Managers and Administrators, Inc. are not deductible as charitable contributions for U.S. Federal Income Tax purposes.

© ARMAadison May 2003. *Reproduction is permitted with credit reference.*

FROM ARMA HEADQUARTERS

ARMA International's Washington Policy Brief

This monthly online advisory contains brief summaries of recent legislative and regulatory issues that may affect the records and information management profession. Further information about the issue is accessed by clicking on the link provided at the end of each summary.

For continually updated information and intelligence about the legislative and regulatory news that affects you and your organization, go to <http://www.arma.org/legislative/uslegreg.cfm>

Controversial Official Named Homeland Security Privacy Czar

The Department of Homeland Security has named Nuala O'Conner Kelly as its chief privacy officer. Because Kelly is a former employee of DoubleClick Inc. and will be responsible for reviewing the department's collection and use of U.S. citizens' personal information and for determining the legality of such uses, her appointment drew fire from privacy watchdog groups. DoubleClick, an Internet advertising firm, enraged computer users when it was revealed that the company was collecting personally identifiable information about computer users as they clicked on selected on-line advertisements.

House Reviews Progress on Reducing Paperwork

Americans face continued or increased paperwork requirements from federal agencies, but technology has helped to ease some of the burden. According to testimony from John D. Graham, administrator of the Office of Management and Budgets' Office of Information and Regulatory Affairs, paperwork burdens increased from 7.65 billion hours in 2001 to 8.2 billion hours in 2002 - an increase of 8 percent.



MEMBERFEST UPDATE

Thanks to MemberFest and members' efforts, ARMA has added 206 new association members as of May. Now, the heat is on to reach the 300-member mark by the end of the month!

ARMA MADISON TO CELEBRATE 25 YEARS!

A review of the records indicates the Madison Chapter of ARMA organized in 1978. Twenty-seven individuals applied for a charter as the Madison chapter. Most of them came from the Madison area and three were from Nekoosa Papers. The Articles of Incorporation were filed in the Secretary of State's office on January 31, 1979.

The chapter started with \$83.47 in April 1978. The records show attendance of 23+ people at all dinner meetings in 1978. The cost of the meals ranged from \$3.40 to \$5.65. (We can just about eat lunch for that in 2003!)

GREAT QUOTES

The future belongs to those who believe in the beauty of their dreams.

Eleanor Roosevelt

MATC FOUNDATION AWARDS AND RECOGNITION BREAKFAST

By Rosemary Stark

Shirley Fox and Rosemary Stark represented ARMA Madison at the Madison Area Technical College Foundation Awards and Recognition Breakfast on April 24, 2003. The Madison chapter sponsors two scholarships. The breakfast is an opportunity for the donors and scholars to meet. We enjoyed meeting the recipients and learning more about them and their goals.

Linda Ewert returned to school after working in a small motel for several years and six years in a factory. The factory closed and she was given the opportunity to go to school. She attends the Watertown MATC campus. Linda works third shift stocking shelves in a grocery store. She has a husband and three-year old son.

After graduating in December in the Business Mid-Management program, she is thinking of getting her Bachelor degree from Upper Iowa University. She would attend school on a part-time basis while putting her newly gained knowledge to use in the business world.

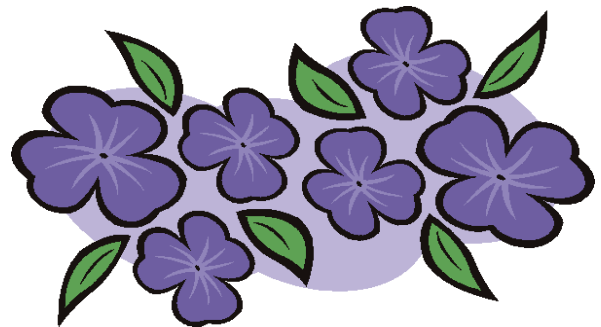
Kimberly Ripp is in the Accounting Program at the Madison MATC campus. She was looking forward to a trip to Texas to attend a convention of Women in Business.

THANK YOU FROM VP-SEMINARS

By Ana Aquino-Perez

The seminar would not have been possible without the help and support of a great Seminar Committee and chapter members that were very willing to help. Once again, **Marilyn Jafferis**, from the Department of Employee Trust Funds, lent us a hand and designed the great seminar brochure and the Certificates of Completion. **Pat Peirce** and her company, American Family Insurance, did the printing. The mailings were done by **Harold Coltharp** from the Department of Administration. **Helen Flores** from the Department of Natural Resources contributed to our publicity efforts including drafting the seminar brochure. **Tim Hughes**, MG&E, did an excellent job as the seminar registrar and point of contact for our customers and also serve as our vendors' liaison. **Pam Duane**, also from MG&E, was able to secure 6.5 CRM continuing education credits for the seminar attendees. Finally, but not least, we could not have done it without the support of our chapter president, **Diane Vultaggio**, who offered her support and resources to make this happen.

Program evaluations rated the presentations and the speakers highly. The Seminar Committee also received some ideas and suggestions for next year. ARMA's primary role is education and professional development, and this seminar accomplished that goal. Thanks to all for your hard work and for helping to provide a solid records management educational experience in our community.



MARK YOUR CALENDAR

July 25-27, 2003: Leadership Conference,
Columbus, OH

September 9, 2003: 25th Anniversary Dinner,
Juanita Skillman, President of ARMA International,
time and place TBA.



DATAKEEP

www.datakeepinc.com

Records Storage & Delivery
Documents & Computer Media

221-3212
2538 Daniels
Madison, WI 53718

Why Settle for Anything Less than...

Error-Free Records Management, Individualized Records Database Management, On-Line Database

- Secure, climate controlled media vault and document storage
- Barcode container/file tracking
- Backup tape rotations
- Same day pickup and delivery
- Certified confidential shredding
- Records Management /IS Systems and Supplies
- Permanent archival quality containers and folders, grey-white board, and acid-free adhesives for records managers

DocuSafe
Providing peace of mind to business

24 HR. SERVICE

3700 Commerce Drive Madison, WI 53719
E-mail: info@docusafe.net

829-3888

ALLIANT ENERGY TOUR

By Rosemary Stark

Members of ARMA Madison toured the new Alliant Energy facilities on the east side of Madison for their final program of the 2002-2003 year. The facility is a year old and is located in a business park close to the freeway. We were told the setting offers much more than the previous facility in downtown Madison.

As Alliant is concerned about the use of natural resources, the building was designed with energy-saving features in mind, such as lighting and recycling. All cubicles are arranged the same, saving time and physical energy when the occupant changes. Ergonomic furniture was chosen.

(Cont'd. on Page 6)

Alliant Energy Tour
(Cont'd. from Page 5)

Because the building is located away from amenities, Alliant worked with businesses to have services available to employees for a fee. Things such as oil changes, dry cleaning, and shoe repair are available. There is an ATM machine and a cafeteria on-site. Judging by the meal we were served, no one need go hungry. It is a really nice facility. Thanks, Priscilla and Ruth, for setting up the tour and the program.

President's Chatter
(Cont'd. from Page 1)

Did you know?

The meaning behind the saying, A JOB WORTH DOING IS WORTH DOING WELL is "If a job is not worth doing well, it's not worth doing at all."--- Cheales (1875) Proverb Folk Lore "Whatever is worth doing, is worth doing well."

Also, here is a story that is food for thought:

Who Packed My Parachute?

Charles Plumb, a U.S. Naval Academy graduate, was a jet pilot in Vietnam. After 75 combat missions, his plane was destroyed by a surface-to-air missile. Plumb ejected and parachuted into enemy hands. He was captured and spent 6 years in a Vietnamese prison. He survived the ordeal and now lectures on lessons learned from that experience.

One day, when Plumb and his wife were sitting in a restaurant, a man at another table came up and said, "You're Plumb! You flew jet fighters in Vietnam from the aircraft carrier Kitty Hawk. You were shot down!" "How in the world did you know that?" asked Plumb. "I packed your parachute," the man replied. Plumb gasped in surprise and gratitude.

The man pumped his hand and said, "I guess it worked!" Plumb assured him, "It sure did. If your chute hadn't worked, I wouldn't be here today."

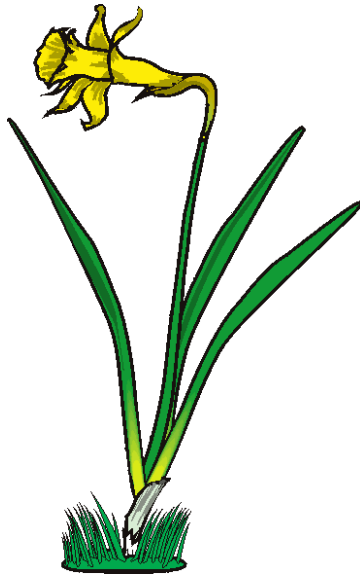
Plumb couldn't sleep that night, thinking about that man. Plumb says, "I kept wondering what he might have looked like in a Navy uniform, a white hat, a bib in the back, and bell-bottom trousers. I wonder how many times I might have seen him and not even said, "Good morning, how are you?" or anything because, you see, I was a fighter pilot and he was just a sailor. Plumb thought of the many hours the sailor had spent on a long wooden table in the bowels of the ship, carefully weaving the shrouds and folding the silks of each chute, holding in his hands each time the fate of someone he didn't even know.

"Now," Plumb asks his audience, "who's packing your parachute?" Everyone has someone who provides what they need to make it through the day. Plumb also points out that he needed many kinds of parachutes when his plane was shot down over enemy territory --- he needed his physical parachute, his mental parachute, his emotional parachute, and his spiritual parachute. He called on all these supports before reaching safety.

Sometimes in the daily challenges that life gives us, we miss what is really important. We may fail to say hello, please, or thank you, congratulate someone on something wonderful that has happened to them, give a compliment, or just do something nice for no reason.

As you go through this week, this month, this year, recognize people who pack your parachute. I am sending this to all chapter members as my way of thanking you for your part in packing my parachute!! It has been a great two years as your chapter president and without your support our chapter would not continue to thrive!

I hope everyone has a wonderful summer! See you at the 2003-2004 chapter meetings!



**ADVERTISE WITH US IN THE ARMA
MADISON NEWSLETTER**

Want more exposure to your chapter members?
You can advertise in our chapter newsletter.
Annual advertising rates are \$100 for up to a half
column ad. This rate is for approximately 10 issues.
You may change your ad at anytime throughout the
year.

Your continued support for the Madison chapter of
ARMA International and the profession of records
and information management is always appreciated.

Please send a camera-ready copy artwork of your ad
and a check payable to "ARMA Madison" to P.O.
Box 8863, Madison, WI 53708-8863. The
electronic file of the artwork can be sent directly to
the newsletter editor at rosemary.stark@strand.com.

If you have any questions, please contact Diane
Vultaggio, President (608-266-5578), or Tim
Hughes, Treasurer (608-252-4799).

*Affordable Record Storage Customized Retrieval
& Delivery of Documents & Computer Media*

**MADISON
RECORDS
CENTER**

- Climate Controlled Facility
- Delivery & Pick-Up - Same Day Service
- We Tailor To Our Clients Needs
- New Facility Confidential Secure
- Confidential Shredding, Recycling, Shelving,
- Storage Boxes, Barcoding Available

Over a decade of commercial record storage performance

4904 Triangle St. • McFarland, WI 53558 838-7744

The advertisement is enclosed in a black border. It features the company name 'MADISON RECORDS CENTER' in a large, stylized, serif font. To the right of the name is a list of services. At the bottom, the address and phone number are displayed in a bold, sans-serif font.