

**DECEMBER
2003**

PRESIDENT’S CHATTER

By Priscilla Jaron

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Thanksgiving has come and gone, and we all find ourselves stuffed with turkey and all the trimmings. The year is almost over and the holidays are quickly approaching. The stores are filled with shoppers snatching up all the bargains. Decorations are appearing more and more each day. And now we’re planning for our next feast that seems to last the entire month of December. Let the diets all begin with the new year!

Reflecting back on this last year, I hope everyone got a lot out of the programs that were held. We certainly had a great variety. I’m not sure which one was my favorite; I enjoyed them all. Now, each of us should take some time over the next month to look back at the year and identify all we have accomplished in our work. I’m sure the list would amaze each and every one of us. This is also a good time of year to begin setting our goals for next year.

In keeping with the holiday spirit, remember December 9, 2003, is our joint meeting with BFMA. Remember to bring your donations, art and craft items, or homemade baked goods. Proceeds will be given to the YWCA Madison. Hope to see all of you there.

Have a safe and happy holiday season!

ARMA*Adison*

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November Attendees: Ana Aquino-Perez, Tracy Christianson, Tim Hughes, Pat Peirce, Rosemary Stark, Diane Vultaggio, Yvonne Subak, Mary Boneck, Steve Bose, Cathy Burrow, Helen Flores, Priscilla Jarona, Chuck Poole, Nancy Rebholz, Donna Sereda, and speakers, Jim Hubing and Tori Kaldenberg from the Henry Vilas Zoo.

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.

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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>

2004 Board Candidates

Visit the ARMA International Web site, www.arma.org/news/candidates.cfm, to read the profiles of the slate of candidates to be elected in January 2004. Ballots must be returned by February 16, 2004. This is your chance to have a voice in choosing the leadership of ARMA International.

ARMA International Board Decisions and Meeting Minutes

Visit the ARMA International Web site, www.arma.org/members/governance.cfm, to read the minutes of the Board meeting held during the fall conference. The decisions made are also posted.

Conference Handouts

For those who could not attend the conference in Boston this past fall, ARMA International has the handouts of a number of the presentations posted on the Web site at www.arma.org/sessions/presentations.



NEW YEAR'S RESOLUTIONS

The end of the year always gives us a reason to pause as we settle down after the holidays to reflect on the previous year. Did we accomplish all we thought we would? Did we make the changes in our lives we resolved to make at the start of the year?

Would you like to share your resolution(s)? E-mail your 2004 resolutions to the editor by December 30 for inclusion in the January newsletter. If you wish to remain anonymous, that's fine. The list will be a general list of resolutions.

GREAT QUOTES

There is a land of the living and a land of the dead,
and the bridge is love.

Thornton Wilder

MARK YOUR CALENDAR

December 9, 2003: Inn on the Park, 7:30, joint
breakfast meeting with BFMA, Retirement
Planning, speaker: Joyce Endres

January 13, 2004: MG&E, lunch meeting,
Interaction Between Records Management and IT,
speaker: Lynne Chase

February 17, 2004: Joint meeting with AIIM



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 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 artwork copy 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 Priscilla
Jarona, President (608-458-3320), or Tim Hughes,
Treasurer (608-252-4799).

MEET ARMA MADISON

Janet Nelson, CRM

Janet is employed by Dairyland Power Cooperative, La
Crosse, Wisconsin. Since her job change three years ago,
she has been a member of the Madison chapter of
ARMA. She worked at Oshkosh Truck for nine years
and was a member of the Fox Valley/Green Bay chapter.

Janet is the Administrator for the Records Management
Department, managing the Records Storage Center and
the Corporate Library. She works closely with the IT
department on projects relating to electronic records,
develops and manages many of the forms used by the
company, and serves as a consultant to the member
cooperatives.

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Meet ARMA Madison

(Cont. from Page 4)

Janet likes working for a smaller company and has a great supervisor who lets her do what she thinks is best for the situation. Her supervisor is there, though, for support and friendship.

Her husband of 36 years, Ron, has followed her twice so she could advance in her career. They have two sons, Richard in La Grange Park, Illinois, and Tim in Lubin in north central Wisconsin. A cat named Sasha allows them to live in their home. Their only "grandchild" is a dog, named Tiberius.

Searching for waterfalls is a favorite pastime for Janet and Ron. They also spend time remodeling homes. They are currently helping Tim with construction and reconstruction of buildings for the beef operation they are partners in.

Janet is working on a couple of long-term projects that should result in better control of the electronic records. In one project, they will be using their document management program (FileNet's Panagon) for storing more of their electronic records. She hopes this will be a template for a "paperless office." The other project involves setting up a GIS system that will also be tied to the Panagon repository.

Janet did not say anything about retiring!

**Ruth Kleisch**

Ruth is the supervisor of the Corporate Records Centers in Madison and Cedar Rapids for Alliant Energy, which is based in Madison. As a 35-year employee of Alliant Energy (formerly Wisconsin Power & Light), Ruth has worked her way through the ranks of Alliant. She stayed a lot longer than she originally planned. She said one of the fun jobs she had was in the early 1980s when she traveled to the field offices and generating stations. She installed and set up computers and taught employees to use them.

Besides supervising staff in both cities, she also has Document Management Analysts working for her.

Ruth said she never gets bored with her job because there is always something new to do, learn, improve, or teach someone. She has a great staff that is willing to help out and try learning new things. She also said it was exciting to see technology change the scope of their jobs.

The two major dislikes about her job are the lack of time to give to employees and supervising staff in two states.

Ruth comes from a large family that started in Roxbury, Wisconsin. Through her 15-year relationship with Ron, she has been a surrogate mom, mother-in-law, and grandmother without having to go through the physical aspects. Ruth and Ron enjoy hiking, walking, and camping. They visit historical sites, small town festivals, and flea markets, auctions, and so on. She looks for treasures she can use for something other than its original purpose. This is her contribution to recycling.

Other hobbies include basket weaving, sewing, quilting, and knitting. She purchased a full-size loom at an auction and enjoys making things like table runners on it.

Future events involve new training programs for Records Coordinators and new employees. She is also on a team implementing an Enterprise Content Management/Electronic Records Management system that will go live in January. On a personal level, she is going to Mexico in February and camping in the summer. Sometime, she will retire and do more traveling.

Ruth has been an ARMA member on and off since 1983 when she has been in records management.

RECIPES

Fruitcake has gotten a bad rap over the years for whatever reasons. The following two recipes can make you a believer in fruitcake.

Dark Sweet Fruitcake

- 1 egg
- 1 cup water
- 1 package Date or Nut quick bread mix
- 1 cup pecans
- 1 cup raisins
- 1 cup (6 to 6 1/2 oz) candied cherries
- 1/2 cup candied pineapple cut in wedges

Grease and flour bottom and sides of an 8 1/2 by 4 bread pan or two small pans. In large bowl, combine egg and water. Add remaining ingredients; by hand, stir until combined. Pour into prepared pan(s). Bake at 350 degrees until toothpick inserted comes out clean. Cool 15 min; loosen edges and remove from pan. Cool completely.

This recipe was printed on the Pillsbury Date Quick Bread box.

Cotillion Fruit Cake

- 1 cup butter
- 1 cup sugar
- 1 tsp. lemon extract
- 5 eggs
- 2 cups all-purpose flour
- 1/2 tsp. salt
- 1/4 cup wine or fruit juice
- 1/2 pound candied cherries, cut in half
- 1/2 pound candied pineapple, cut in small pieces
- 1/2 pound citron, cut in small pieces
- 1 1/2 pound raisins
- 1/2 pound whole pecans
- 1/4 pound black walnuts, broken

Have ingredients at room temperature.

Line greased pans with waxed paper. Allow paper to extend 1/2 inch above all sides of the pan. Grease paper.

Cream butter well. Add sugar gradually. Cream well. Add lemon extract. Add eggs one at a time. Beat well after each addition. Sift flour and salt together. Alternately add dry ingredients with the wine or juice. Add fruit and nuts. Spoon into pans of your choice, depending how big you want the loaves to be.

Bake at 250 degrees. The recipe makes 4 to 8 cakes that should be baked about 45 minutes per pound. Makes about 5 1/2 pounds.

As with any family recipe, it comes with disclaimers. My mom used pineapple because she likes it. She used well-drained maraschino cherries, dates, and regular raisins. For nuts, she used pecans, Brazil nuts, and regular walnuts. She used vanilla extract because she never has lemon extract. So, of course, it will not taste like the recipe! The idea is to use any combination of fruit and nuts as long as you have the amount (pounds) called for.

Spirited Raisin Cookies

- 1 cup raisins
- 1/2 cup warm rum or 3 T. rum extract in 1/2 cup warm water
- 1 cup soft butter
- 1/2 cup powdered sugar – sifted
- 2 cups flour
- 1/4 tsp. salt
- 1/4 tsp. baking powder

Bring raisins to boil in rum. Remove from heat. Cover and let stand for 30 minutes. Drain. Cream butter and sugar. Sift flour with salt and baking powder. Add to sugar mixture. Add raisins. Roll out dough 1/2 inch thick. Cut with cookie cutters. Decorate with cookie stamps before baking at 375 degrees for 20 minutes.

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Recipes

(Cont. from Page 6)

Christmas Cane Coffeecake

Coconut Joys

- 1/2 cup butter or margarine
- 2 cups powdered sugar
- 3 cups coconut
- 2 squares (2 oz) unsweetened chocolate, melted

Melt butter in saucepan. Remove from heat. Add powdered sugar and coconut. Mix well. Shape rounded teaspoons of mixture into balls. Make indent in the center of each ball and place on cookie sheet. Fill centers with melted chocolate. Chill until firm. Store in refrigerator. Makes three dozen.

Squash and Apple Bake

- 2 lbs butternut squash
- 1/2 cup brown sugar
- 1/4 cup margarine
- 1 T. flour
- 1 tsp. salt
- 1/2 tsp. mace
- 2 baking apples, cut into 1/2 inch slices

Cut squash in 1/2-inch slices. Stir together the remaining ingredients, except apples. Arrange in a large ungreased baking dish; top with apples. Sprinkle sugar mixture over the top; cover with foil. Bake at 350 degrees 50 to 60 minutes. Recipe will serve 6 to 8 people.

- 1 package yeast
- 1/4 cup water
- 1 cup milk
- 2 eggs, beaten
- 4 1/4 cup flour
- 1/2 cup sugar
- 1 tsp. salt
- 1 tsp. grated lemon rind
- 1 cup butter

Filling
Glaze

Soften yeast in warm water. Scald milk and cool to lukewarm. Blend in yeast and eggs. Combine flour, sugar, salt, and rind. Cut in butter until mixture is coarse. Add yeast mixture; mix well. Cover and refrigerate overnight. Divide into thirds: 6x15 rectangles. Spread 1/3 of filling down the middle 2 inches. Cut the edges with scissors every 1/2 inch. Crisscross the edges over the filling. Place on greased cookie sheet. Stretch to 20 inches and curve the top. Let rise about 1/2 hour. Bake at 375 degrees for 25 minutes. Let cool completely. Drizzle with a glaze of powdered sugar and milk.

Cranberry filling:

- 1 1/2 cups finely chopped cranberries
- 3/4 cup sugar
- 1/2 cup raisins
- 1/3 cup chopped pecans
- 1/3 cup honey
- 1 tsp. grated orange rind

Combine all ingredients and cook over medium heat for 5 minutes. Stir. Cool.



RECORD KEEPING IS FOR THE BIRDS

By Rosemary Stark

The November meeting of ARMA Madison took place at the Henry Vilas Zoo Visitor Center on Tuesday, November 11. What started out as a gloomy day turned into a bright, enlightening day in more ways than one. Our hosts, Jim Hubing, Zoo Director, and Tori Kaldenberg, Zoo Keeper/Red Crown Crane Species Survival Plan Coordinator, planned a presentation using a projector and screen. When the sun came out, it became hard to see the screen as the sun shone on it. Since the presentation was already set up, Tori worked around the sun.

Wisconsin residents are very familiar with the International Crane Foundation at Baraboo and with the program that has been working with the reintroduction of whooping cranes.

Many people do not know that North American institutions also have populations of red-crowned cranes, which are native to the China/Russia border area. The crane is nearly 5 feet tall and weighs up to 18 pounds. As of March 2002, there were 74 red-crown cranes managed within 28 North American institutions, most of them zoos. With this small number, it is critical to manage the population to preserve the genetic diversity and guarantee a stable captive population.

As her position as the Species Survival Plan (SSP) Coordinator, Tori wants to be able to provide a quick answer to an inquiry about a crane. Elaborate records are kept that provide this information. She passed around several reports providing information such as the sex and age of the cranes, where they were kept, and whether their eggs were fertile and could be traded with another institution.

An inquirer might want to know if a crane was hatched in the wild or born in captivity; if it will make a good mate with another crane at another institution; or if its eggs can be sent to another institution for hatching.

Cranes born in the wild and those born in captivity may differ in their gene makeup, and temperaments will be different. Tori can access a number of programs to choose the right combination of crane pairs for breeding and other management recommendations.

In her position, she also spends time traveling to get firsthand information about the cranes. She recently returned from a two-week trip to Russia.

Tori commented that some of the older generation zookeepers feel it is easier to keep this information on wall charts. Tori would not be without her computer to manage the crane program!

Without a records program to manage the red-crown cranes, the cranes might become extinct because they would have undesirable characteristics. Inbreeding could cause the cranes to be susceptible to disease that would destroy them.

Tori showed us that records are important for even the unusual situations. Though she is an atypical records manager, it is clear that she needs to maintain records to avoid chaos in the crane program. All records managers have the same goal in their respective positions.



JOINT ARMA AND BFMA ANNUAL MEETING AND CHARITY EVENT

Start baking and crafting!

The joint breakfast meeting of ARMA and BFMA will be held on December 9 at the Inn on the Park. This is also our annual charity and raffle event. Attendees are asked to donate arts, crafts, homemade baked goods, canning creations, or any other unique item for the raffle. Tickets will be available at the meeting for \$1 or 6 for \$5.

Gloves, hats, and nonperishable food will also be collected. If you want to donate items, purchase tickets, or make a monetary donation, contact Joyce Endres at 221-1763.

Recent retiree Joyce Endres, CFSP, will be the featured speaker at the joint breakfast with a fitting topic, "Retirement-Is it all it's cracked up to be? The Days in the life of a retiree."



FROM THE EDITOR

Profiles

Thank you to those members who have sent their profile. I have published those I received, but I think I lost one in my e-mail. For anyone who has not seen his/her profile in the newsletter, please resend it. The form sent to the members can be used as a guide or filled out and sent to me in the mail. I don't think you can fill out the form on screen and e-mail to me. **I do want more profiles.** There are still seven issues to publish.

Recipes

Where are the cooks?

