

**JANUARY  
2004**

**PRESIDENT’S CHATTER**

By Priscilla Jarona

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Welcome to the New Year! I hope everyone had a great holiday. For us, it was especially nice since we had the entire family here to celebrate. Our son, his wife and two children arrived from North Carolina to stay for two weeks and our son-in-law came home from Baghdad for two weeks. All total, we had 18 for Christmas dinner. It was hard to see everyone leave again. And it appears that now we have the reality of winter in Wisconsin with the cold weather and snow.

If you haven’t marked your calendars for the monthly meetings, now is a good time to do that. Our January 20 meeting will be a lunch meeting held at MG&E with Lynn Chase as our guest speaker. February 17 is our joint meeting with AIIM. This will be in Madison with more details to follow. March 11 will be our tri-chapter dinner meeting in Fond du Lac, and April 20 will be our annual one-day seminar. This year’s seminar will be focusing on Privacy and Records Management.

In an attempt to provide more learning opportunities for members, ARMA International will be sponsoring web seminars and online courses throughout the year. Topics for January and February include instant messaging, vital records, privacy, as well as RIM basics. The costs are reasonable; the web seminars are typically \$95. For those who are unable to get to the annual conference, this is an excellent opportunity to get up-to-date information about records management. For more information, go to <http://www.arma.org>.

**ARMA***Adison*

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**December Attendees:** Ana Aquino-Perez, Tim Hughes, Pat Peirce, Rosemary Stark, Diane Vultaggio, Mary Boneck, Steve Bose, Cathy Burrow, Helen Flores, Cruz Flores, Priscilla Jarona, Chuck Poole, Jim Bennett, Annette Carran, Harold Coltharp, Pam Duane, Mariellen Gasser, Steven Hirsch, Diane Hughes, Ruth Kleisch, Linda Krbecsek, Nan Kunde, Lori Linde, Melanie Luft, Janet Nelson, Cyndie Rindfliesch, Nancy Sandleback, Bob Kaether, Shirley Jaeger, Carol Henry and speaker, Joyce Endres.

**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**

*NARA Operations Bill Introduced*

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](http://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.

*House, Senate Pass Final Version of SPAM Legislation*

The House passed an amended version of [S. 877](#), the CAN-SPAM Act of 2003. The bill prohibits senders of spam from disguising their identity using misleading subject lines and false return addresses. The bill would make it illegal to send unsolicited e-mails containing sexually explicit material unless labeled as such and requires senders of unsolicited e-mails to offer recipients the option not to receive future e-mails. The bill also contains a provision to establish a controversial "do-not-spam" registry.

The House Government Reform Subcommittee on Technology, Information Policy, Intergovernmental Relations, and the Census held a mark-up of [H.R. 3478, the National Archives and Records Administration Efficiency Act of 2003](#) November 19. The bill, designed to make the operations of the National Archives more efficient, extends records retention periods by simplifying the procedures that must be followed.



**GREAT QUOTES**

Happiness makes up in height for what it lacks in length.

Robert Frost

**MARK YOUR CALENDAR**

*January 20, 2004:* MG&E, lunch meeting, Interaction Between Records Management and IT, speaker: Lynne Chase

*February 17, 2004:* Joint meeting with AIIM

*July 16-18, 2004:* Great Lakes Leadership Conference, Detroit, Michigan

**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](mailto: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**

**Pat Peirce**

Pat Peirce is a 19-year member of ARMA, all in the Madison area as she has worked for American Family Insurance since 1967. She started as a keypunch operator. After one year, she became an Archives Clerk with responsibility for inactive records, all the fixed assets, the telephone directory, miscellaneous clerical duties for her boss, and cleaning and repairing safety films for the Corporate Library. In 1984, Pat was promoted to an analyst position with supervisory responsibilities. More emphasis was placed on records, so formal training was started in records management and archival practices.

(Cont. on Page 5)



**Meet ARMA Madison**

(Cont. from Page 4)

Pat is currently responsible for the storage, security, tracking, retrieval, and disposal of companywide records and for maintaining adherence to records retention requirements. She also oversees the Corporate Archives.

Other accomplishments during her tenure at American Family include being involved in the design of the building she is in, researching and implementing the microfilming program in Records Retention, and implementing Web-based records management software for the Records Center and Archives. Pat's next major goal is to inventory and document Archive materials and rebox in appropriate containers for preservation.

Pat finds the work interesting with many challenges and new technologies to learn, e.g., new computer applications and new processes. She enjoys working with people throughout the company. As a manager, she does not like to deal with discipline issues. Space issues are a constant.

During her years at American Family, she has found time to further her education through many courses given by the American Management Association, George Washington University, UW Extension in Madison, and MATC. In 1996 she earned an associate degree in Business Mid-Management from MATC and graduated with her daughter, Michelle.

Pat and her husband, Bill, have two children, Michelle and Bill, and four grandchildren, Amber, Jacob, Alex, and Sara. Pat and Bill enjoy bicycling and have done the SAGBRAW and the GRABAAWR (500 miles in 7 days). Other outdoor activities include mountain hiking and white water rafting. She also enjoys craft shows and travelling (ARMA conferences give her a great opportunity to go to different parts of the country).

A large family (eight boys and five girls) also keeps her busy.

**Rosemary Stark, editor**

Rosemary has been a member of ARMA for five years and is currently serving her third year as the newsletter editor. She is employed by Strand Associates, Inc., a consulting civil engineering firm, as a librarian/records manager/file clerk/proofreader. Strand's contract with American Family to design and oversee their storage facility construction is the reason Rosemary became aware of ARMA. As the librarian, she did some research on behalf of the engineer and talked to Pat Peirce, American Family's Records Manager. And the rest is history.

Initially hired to be the librarian and file person in 1994, Rosemary has since taken on the job of proofreader for all documents leaving the front office. She is also trying to implement some kind of records retention schedule. The company has been in business since 1946 and has all its correspondence records from that date forward. Some progress is being made in other document areas. She expects to establish a retention schedule in 2004.

Rosemary has the ideal job: she works for herself. The people and perquisites are great. The filing is the only thing that can get overwhelming as there are about 100 persons contributing to the "To be filed" box. There is plenty of work to do until she retires, though.

Mel, an engineer turned salesman, and Rosemary have been married 36 years. They have two adopted children, Chris, 33, and Robin, 30. They have moved several times and remodeled two homes. One home was 100+ years old, had been empty for 17 years, and had no plumbing, heating, and inadequate electricity. The colonial style was the house Rosemary always wanted. They did all the hard work and moved before it could be decorated.

Mel and Rosemary also enjoy motorcycling, and since they have lived in several cities, they have friends in scattered places that are always willing to meet and ride.

Rosemary enjoys reading, stitchery, jogging, and gardening. She and Mel recently moved (again) to a home that has no flowerbeds, so she will be creating some.

Jogging is another passion. Rosemary and coworkers run the Crazy Legs event each spring.

One of Rosemary's goals is to ride in the SAGBRAW.

RECIPES

Cheesy Broccoli Soup

Now that we have made it through the holidays, we can concentrate on that one resolution that seems to make our list every year: diet. The following recipes are lower in calorie but tasty. They may be helpful in our quest to lose a few pounds.

*Fresh Apple Salad*

- 8 cups chopped, tart red apples, unpeeled
- 1 can (20 ounces) pineapple chunks, drained--reserve juice
- 2 cups seedless green grapes
- 1 to 2 teaspoons poppy seeds
- 1 1/2 cups toasted pecans

Dressing:

- reserved pineapple juice
- 1/4 cup butter
- 1/4 cup sugar
- 1 tablespoon lemon juice
- 2 tablespoons cornstarch
- 2 tablespoons water

1 cup mayonnaise OR 1/2 cup reduced-calorie mayonnaise and 1/2 cup plain yogurt

Make dressing first by combining the reserved pineapple juice, butter, sugar, and lemon juice in a small saucepan. Heat to boiling. Combine the cornstarch and water to make a smooth paste; add to the hot mixture; cook until thick and smooth. **Chill completely** before stirring in mayonnaise/yogurt.

Combine apples, pineapple chunks, grapes, and poppy seeds in large glass bowl. Add chilled dressing; refrigerate until time to serve. Stir in pecans right before serving for maximum crunchiness. (Toast pecans in a shallow pan at 350 degrees for a few minutes. Test periodically and adjust time accordingly.) **Yield:** 16 servings.

**Diabetic Exchanges:** One serving equals 1 1/2 fruits, 3 fats; also, 206 calories, 86 mg sodium, 12 mg cholesterol, 22 gm carbohydrate, 2 gm protein, 14 gm fat.

- 4 cups water
- 12 ounces frozen hash browns
- 1 cup *each* chopped onions, carrots, celery
- 4 cups chopped broccoli
- 2 packets chicken broth mix
- 1 teaspoon salt
- 1/2 teaspoon pepper
- 3 tablespoons flour
- 3 cups milk
- 6 ounces Velveeta Lite, cubed

Combine all ingredients *except flour, milk & cheese*. Simmer about 15 minutes until vegetables are tender.

Mix flour and milk for thickening. Add to soup. Add cheese and simmer until melted.

Serves 6

1 serving = 2 cups

Weight Watchers Points = 3 Points

Janet Nelson offers the following tips:

This recipe is very adaptable. I usually add whatever veggies I have on hand, such as cauliflower, green beans, cabbage, etc. I have even used canned or frozen mixed vegetables. I have used canned broth instead of the water and broth mix. Or I will add canned both if I have increased the volume of veggies to the point that I need more liquid.

This is a very filling and satisfying soup.



(Cont. on Page 9)

## **RETIREMENT – IS IT ALL IT’S CRACKED UP TO BE? THE DAYS IN THE LIFE OF A RETIREE**

By Rosemary Stark

Speaker Joyce Endres, CFSP, retired a year ago from the Wisconsin State Government as an IT Strategic Planning Consultant, Business Systems Analyst, and the State Data, Forms, and Record Coordinator. (She said she still feels she is on vacation.) Her background has allowed her to do some business analysis and information management consulting under Je Consulting LLC. She shared some of her thoughts on retirement with the members of ARMA and BFMA at their joint breakfast meeting on December 9.

Before Joyce was introduced, the attendees were asked to introduce themselves and tell the group what they planned to do when they retired. Many people said they wanted to travel, move to a warmer climate, volunteer, and spend more time with family and friends.

Joyce remarked that it was important to set some goals before retirement. How will the people in your life impact your life? It is very easy to get distracted by family and friends and find that you have accomplished nothing at the end of the day. She said a telephone call from a relative or friends can change the whole day.

She suggested taking some retirement classes before actual retirement. It is never too early to start planning. Your options may change because of changes in your health, life style, or financial situation. What will it take to support your lifestyle? Will you need a financial advisor? Do you have a will, living trust, power of attorney, long-term insurance? These questions can be addressed in retirement classes.

It is not the answer that enlightens but the question. How are people around you going to adjust to your retirement? Will you be selling your home? Maintaining two homes? Will you travel and how will you accomplish that?

Joyce’s parting comment was that the difference between a rut and the grave is death. How you approach retirement will be a factor in whether you fall into a rut.

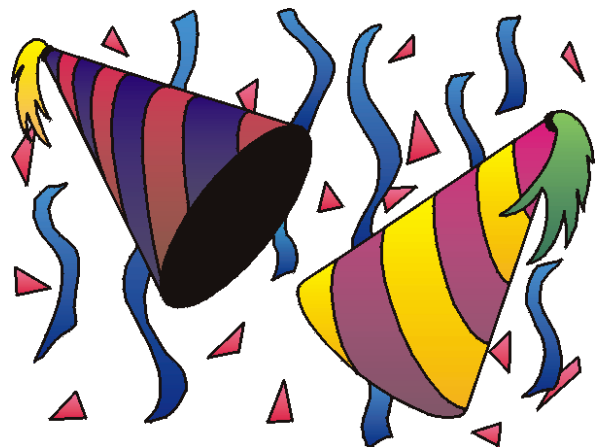
## **SURPRISE RETIREMENT PARTY**

By Rosemary Stark

The joint meeting with ARMA and BFMA was also an appropriate time to surprise Helen Flores as she is about to finally retire from the Wisconsin Department of Natural Resources. She has threatened retirement for two years, but this time there is a date set. Helen will retire January 30. She is giving her husband, Cruz, three weeks alone before she joins him.

**Helen was surprised!** Cruz was responsible for keeping it a secret while being involved in the shenanigans. He did a great job. A video was put together with testimonies and well wishes from people she has worked with and members of both organizations. The ARMA organization gave her a memory book filled with pictures and clippings of her illustrious career in the records management field. BFMA gave her bricks (she is a collector) and a certificate for a well-deserved afternoon at a spa.

We all enjoyed good laughs as we wished both of them a healthy retirement.



**THANK YOU**

By Helen Flores

Dear Devious, Creative, Sneaky People and Great Good Friends,

Wow again! It was heart-warming to see ARMA and BFMA co-conspiring so successfully on Tuesday for the joint breakfast meeting. I was caught completely off-guard by your wonderful surprise Roast for my impending retirement. Even when Cruz asked me if he could come along, I wasn't suspicious, since he loves going out for breakfast. "A man's gotta eat."

After that incredible experience, Cathy and I returned to work, and I was in a fog at several meetings throughout the day and into the evening. I'm still struggling for words to let each of you know how very much I appreciated your thoughtful presentations and gifts. Fortunately it took a couple years to actually set my retirement date, allowing all you dear friends enough time to get really creative and remarkably silly!

Thanks to Producer/Director Harold Coltharp and all the well-wishers in the goofy, great video. Who WERE those women in boas and eye makeup? Never mind. From the first warm words from Ana Aquino and the connivers through the surprise appearances of friends from afar, I was moved to tears of joy and laughter. It was great to hear Sandy Broady's upbeat voice again and get warm congratulations from Melanie Pederson, Merita Berryman, Carol Hemersbach, Christine Ardern, and Karl Wellensiek.

Thanks also to Diane Hughes for her ability to listen, ask questions, and knit at the same time. Did she remind you of anybody? To Tim Hughes for his spirited song and dance and the courage to appear publicly in lederhosen and to wear those awful fake teeth. Joyce Endres, you look great with purple hair. Thanks for the song lyrics and cheery retirement advice.

I'm amazed by all the plotters, planners, and participants. The clandestine consortium also included Priscilla Jarona, Diane Vultaggio, Pam Duane, Nan Kunde, Melanie Luft, Pat Peirce, and Steve Hirsch. Here's to Ruth Kleisch's organizational skills, making sure the turnout included many wonderful friends and colleagues to help celebrate: Steve Bose, Annette Carran, Nancy Sandleback, Rosemary Stark, Mariellen Gasser, Chuck Poole, Yvonne Subak, Janet Nelson, Jim Bennett, Carol Henry, Lori Linde, Linda Krbecsek, Shirley Jaeger, Bob Kaether, Cindy Rindfleisch, Amy Moran, and Cathy Burrow. Thanks so much for sharing in the fun and for your kind words.

The gifts are great too. The spa treatment is the perfect gift to recover from 27 years of State service! I plan to keep the ARMA silver cup full of mixed nuts, to remind me of you all. And the ARMA and BFMA bricks are really beautiful. Cruz, pay attention! Add this to the project list for retirement: a brick patio or a path through our little woods using my great collection. The memory book full of articles, photos, mementos, and your good wishes is priceless. It's all just too amazing.

Thanks also for including Cruz (who really can keep a secret) and our extended family in your thoughts for our happy retirement. ARMA and BFMA people have become great friends over the last 25 years or so. We've learned about our professions and also shared all manners of important personal events together. After we retire, we'll plan another get together, if only as an excuse to get off the couch, comb our hair, and clean up to associate with polite society (we mean you!). Please keep in touch, and thanks again to you all.

With great affection – Helen Flores, CRM

**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?

**ARMA and BFMA THANK YOU!**

A big thank you to all those who contributed to our combined ARMA/BFMA charity event.

Joyce Endres reported the following:

1. Sent a check to the YWCA for \$150 (she rounded up the amount with an additional \$5 donation).
2. Donated 3 dozen gloves and mittens to the Messiah Lutheran Church on Cottage Grove Road, Madison, to add to their mitten tree.
3. Dropped 4 bags of food donations off at Sentry-- they have a bin there for Harvest Home Food Pantry (again, she added to the donation with a bag of groceries).

**Recipes**

(Cont. from Page 6)

*Tex-Mex Beef Stew*

- 1 pound lean round steak (trimmed and cut into 1-inch cubes)
- 1 1/4 cups water
- 1 large baking potato, cubed
- 2 carrots, sliced
- 1/2 cup light beer
- 1 red bell pepper, chopped
- 1/3 cup chopped fresh cilantro
- 1 can (16 oz) chopped tomatoes
- 1 onion, chopped
- 1 clove garlic, chopped
- 1 jalapeño pepper, seeded and chopped, optional
- 2 teaspoons dried oregano
- 1 1/2 teaspoons chili powder
- 1/2 teaspoon beef-flavored bouillon granules
- 2 tablespoons flour
- 2 tablespoons water

Sauté round steak in a large Dutch oven until seared on all sides, about 3 to 4 minutes. Add remaining ingredients except for flour and 2 tablespoons water. Mix well and bring to a boil. Cover and reduce heat to simmer; cook 1 hour until meat is tender, stirring occasionally. Combine flour and 2 tablespoons water, stirring to make a smooth paste. Gradually add paste to meat mixture and cook until thickened and bubbly, stirring frequently.

Preparation time: 15 minutes

Cooking time: 1 hour, 15 minutes

Yield: 6 cups

Serving size: 1 cup

Exchanges per serving: 1 starch, 2 lean meat

**Per serving:**

Calories, 184

Carbohydrate: 16 g

Protein: 20 g

Fat: 4 g

Saturated fat: 1 g

Sodium: 282 g

Fiber: 2 g

(Cont. on Page 10)

**Recipes**

(Cont. from Page 9)

*No-Fry French Fries*

- 1 1/2 pounds baking potatoes, peeled and cut into thin strips
- 1 tablespoon vegetable oil
- 1/2 teaspoon salt
- Vegetable oil cooking spray

Preheat oven to 450°F. Combine potatoes, oil, and salt; toss well to coat. Spray baking sheet with cooking spray. Arrange potatoes in a single layer on baking sheet and bake for 35 to 40 minutes until golden brown.

- Preparation time: 10 minutes
- Baking time: 35 to 40 minutes
- Yield: 4 servings
- Serving size: 1/4 recipe (about 1 cup)
- Exchanges per serving: 2 starch

- Per serving:**
- Calories: 155
  - Carbohydrate: 29 g
  - Protein: 4 g
  - Fat: 3 g
  - Saturated fat: trace
  - Sodium: 302 mg
  - Fiber: 3 g



*Cranberry Salad*

- 2 cups cranberries
- 1 cup water
- 7 1/4 teaspoons Equal® for Recipes or 24 packets Equal® sweetener or 1 cup Equal Spoonful™
- 1 small package cranberry or cherry sugar-free gelatin
- 1 cup water
- 1 cup diced celery
- 1 can (7 1/4 ounces) crushed pineapple, in juice
- 1/2 cup chopped walnuts

Bring cranberries and water to a boil. Remove from heat when cranberries have popped open. Add Equal® and stir. Set aside to cool.

Dissolve gelatin with 1 cup boiling water. Add cranberry sauce; mix thoroughly. Add celery, pineapple, and walnuts. Pour into a mold or bowl. Place in refrigerator until set.

- Yield: 8 servings
- Exchanges per serving: 1/2 fruit, 1 fat

- Per serving:**
- Calories: 92
  - Carbohydrate: 9 g
  - Protein: 2 g
  - Fat: 5 g
  - Sodium: 43 mg



**HELEN FLORES RETIREMENT SONG**

**A Few of My Favorite Things**

Maalox and nose drops and needles for knitting,  
Walkers and handrails and new dental fittings,  
Bundles of magazines tied up with a string,  
These are a few of my favorite things.

Cadillacs, cataracts, hearing aids, glasses,  
Polident, Fixodent, false teeth in glasses,  
Pacemakers, golf carts, and porches with swings,  
These are a few of my favorite things.

When the pipes leak, when the bones creak, when the knees go bad,  
Then I remember my favorite things, and then I don't feel so bad.

Hot tea and crumpets, and corn pads for bunions,  
No spicy hot food nor food cooked in onions,  
Bathrobes and heat pads and hot meals they bring,  
These are a few of my favorite things.

Back pains, confused brains, and no fear of sinning,  
Thin bones and fractures and hair that is thinning,  
And we won't mention our shrunken frames,  
When we remember our favorite things.

When the joints ache, when the hips break, when the eyes go dim,  
Then you can remember the great life you've had and you don't feel so baaad!

**PICTURES FROM THE JOINT ARMA/BFMA BREAKFAST MEETING**



President Priscilla Jaroná welcomes ARMA and BFMA members to the joint annual charity breakfast meeting on December 9.



Speaker Joyce Endres demonstrates a “phone call” that could disrupt your plans for the day.



Tim Hughes, CRM, donned his Swiss costume to perform Helen Flores' Retirement Song, A Few of My Favorite Things (from the Sound of Music).



Helen Flores, CRM, enjoys a laugh at her expense.



Steven Hirsch, Helen's boss at the DNR, provided a timeline of Helen's tenure with the state.



Helen is speechless!