

# Southwest Region Report For ARMA Houston

## A. Chapter Information:

### a. Chapter Name

**ARMA Houston**

### b. Chapter Officers & Committee Chairs for 2006-2007 (with contact information)

**ARMA Houston is managed by a 12-member Board of Directors. The Board of Directors is comprised of the offices of President, Executive Vice President, Secretary, Treasurer, and 6 Vice Presidents that direct the 28 Committee Managers associated with Chapter Conference, Chapter Meetings, Communication, Education and Outreach, Marketing, and Membership. The Immediate Past President and Past President are also members of the Board, and are responsible for the Awards, Nominating, and Tellers Committee functions. The Chapter also has a Financial Administrator to assist in the financial matters of chapter business.**

**President: Denise R. Hampton, CRM, 713.420.3579, [denise.hampton@el Paso.com](mailto:denise.hampton@el Paso.com)**

**Executive VP: Diane Walker, CRM, 713.243.1270, [dwalker@infotekgroup.com](mailto:dwalker@infotekgroup.com)**

**Immediate Past President: Gayle R. Page, 713.688.0404, [gpage@pacotech.com](mailto:gpage@pacotech.com)**

**Past President: Donna G. Rose, CRM, 713.296.7204, [donna.rose@apachecorp.com](mailto:donna.rose@apachecorp.com)**

**Secretary: Norma Hernandez, 713.229.1116,**

**[norma\\_hernandez@bakerbotts.com](mailto:norma_hernandez@bakerbotts.com)**

**Treasurer: Paul Scott, CRM, 713.921.8820, [paul\\_scott@fpm.co.harris.tx.us](mailto:paul_scott@fpm.co.harris.tx.us)**

**VP Chapter Conference: Mary (Mimi) Dionne, 832.217.2412,**

**[mdionne@cheniere.com](mailto:mdionne@cheniere.com)**

**VP Chapter Meetings: Robin Thompson, 713.688.5240,**

**[rthompson@americansearchcompanies.com](mailto:rthompson@americansearchcompanies.com)**

**VP Communications: Skip Cain, 713.996.0703 ext 211,**

**[scain@ironmountain.com](mailto:scain@ironmountain.com)**

**VP Education & Outreach: Everis C. Mollon, 713.650.2444, [emollon@winstead.com](mailto:emollon@winstead.com)**

**VP Professional Marketing & Outreach: Minnie Garcia, 281.654.3486,**

**[minnie.garcia@exxonmobil.com](mailto:minnie.garcia@exxonmobil.com)**

**VP Membership: Vassie Cook, 713.868.8490, [vassie.cook@cityofhouston.net](mailto:vassie.cook@cityofhouston.net)**

## Committees:

**Ad Manager: Donna G. Rose, CRM, 713.296.7204, [donna.rose@apachecorp.com](mailto:donna.rose@apachecorp.com)**

**Archives: Debbie L. Diemer, 281/654-5378, [debbie.l.diemer@exxonmobil.com](mailto:debbie.l.diemer@exxonmobil.com)**

**Armadilla Editor: H. A. (Nancy) Ramirez, CRM, 281.654.7188,**

**[nancy.ramirez@exxonmobil.com](mailto:nancy.ramirez@exxonmobil.com)**

**Awards: Gayle R. Page, 713.688.0404, [gpage@pacotech.com](mailto:gpage@pacotech.com)**

**Conference Arrangements: H. A. (Nancy) Ramirez, CRM, 281.654.7188,**

**[nancy.ramirez@exxonmobil.com](mailto:nancy.ramirez@exxonmobil.com)**

**Conference Publicity: Pamela Sankey, 713.467.4454,**

**[psankey@southwestsolutions.com](mailto:psankey@southwestsolutions.com)**

**Conference Exhibits: Barrett Walker (281) 239-5023, [bwalker@infotekgroup.com](mailto:bwalker@infotekgroup.com)**

**Conference Programs: TBA**

**Conference Registration: Norma Hernandez, 713.229.1116,**

**[norma\\_hernandez@bakerbotts.com](mailto:norma_hernandez@bakerbotts.com)**

**Constitution and Bylaws: TBA**

Financial Administrator: Sandra Rodriguez, 281.654-7606,  
[sandra.k.rodriguez@exxonmobil.com](mailto:sandra.k.rodriguez@exxonmobil.com)  
ICRM Representative: Denise Heppler-Balkum, CRM, 281.586.7821,  
[dabalkum@aol.com](mailto:dabalkum@aol.com)  
Industry Specific Groups: Jean Goodman, 713.229.1675,  
[jean.Goodman@bajerbotts.com](mailto:jean.Goodman@bajerbotts.com)  
Internet: Margaret Southard, CRM 713.888-5960, [mac\\_south@yahoo.com](mailto:mac_south@yahoo.com)  
Legislative & Regulatory Affairs: Mica Matysiewski, 832.630.6812,  
[mica@dmgservices.com](mailto:mica@dmgservices.com)  
Library: Michelle Lucero, 713.546.0579, [mlucero@mayerbrownrowe.com](mailto:mlucero@mayerbrownrowe.com)  
Membership Growth: Patricia L. Rose, 281/654-5688,  
[patricia.l.rose@exxonmobil.com](mailto:patricia.l.rose@exxonmobil.com)  
Membership Retention: Bonnie Smith, 713/238-2668  
[bdsmith@mayerbrownrowe.com](mailto:bdsmith@mayerbrownrowe.com)  
Nominating: Gayle R. Page, 713.688.0404, [gpage@pacotech.com](mailto:gpage@pacotech.com)  
Procedures Manual: Patti Manning, 713.439.8667, [patti.manning@bakerhughes.com](mailto:patti.manning@bakerhughes.com)  
Professional Development: D'Anderia Dunham, 832.824.2456,  
[dmdunham@texaschildrenshospital.com](mailto:dmdunham@texaschildrenshospital.com)  
Programs: Shirlet Williams, 713.544.6055, [shirlet.Williams@gulfsouthpl.com](mailto:shirlet.Williams@gulfsouthpl.com)  
Publicity: Pamela Sankey, 713.467.4454, [psankey@southwestsolutions.com](mailto:psankey@southwestsolutions.com)  
RIM Month: Debra Mestemaker, CRM 713/241-5979, [dmmestemaker@shellopus.com](mailto:dmmestemaker@shellopus.com)  
& Paul Scott, CRM, 713.921.8820, [paul\\_scott@fpm.co.harris.tx.us](mailto:paul_scott@fpm.co.harris.tx.us)  
Resource Directory: Sandra Weber, 281/483-2490, [sweber@ems.jsc.nasa.gov](mailto:sweber@ems.jsc.nasa.gov)  
Seminars: Shylan Cadmus, 713.243-1270, [scadmus@infotekgroup.com](mailto:scadmus@infotekgroup.com) &  
Jennifer Walker-Ostertag, 713.243-1270, [jwalker@infotekgroup.com](mailto:jwalker@infotekgroup.com)  
Social and Hospitality: Jennifer Walker-Ostertag, 713/243-1270,  
[jwalker@infotekgroup.com](mailto:jwalker@infotekgroup.com)  
Tellers: Brenda Clements, 713.220.6248, [brendaclements@akllp.com](mailto:brendaclements@akllp.com)  
Workshops: Shirlet Williams, 713.544.6055,  
[shirlet.williams@gulfsouthpl.com](mailto:shirlet.williams@gulfsouthpl.com)

a. Chapter Officers & Committee Chair names from 2005-2006

President: Gayle R. Page  
Executive VP: Denise R. Hampton, CRM,  
Immediate Past President: Donna G. Rose, CRM  
Past President: H. A. (Nancy) Ramirez, CRM  
Secretary: Denise Heppler-Balkum, CRM  
Treasurer: Paul Scott, CRM  
VP Chapter Conference: Skip Cain  
VP Chapter Meetings: Mary (Mimi) Dionne  
VP Communications: Janice Anderson  
VP Education & Outreach: Everis C. Mollon  
VP Marketing: Diane Walker, CRM  
VP Membership: Vassie Cook

Committees:

Ad Manager: Todd Brown  
Armadilla Editor: H. A. (Nancy) Ramirez, CRM  
Awards: Donna G. Rose, CRM  
Conference Arrangements: Laura Alford  
Conference Brochure and Publicity: Pamela Sankey  
Conference Exhibits: Julie Prochnow  
Conference Programs: Mike Alsup  
Conference Registration: Norma Hernandez  
Constitution and Bylaws: Debra Mestemaker, CRM

**Financial Administrator: Sandra Rodriguez**  
**ICRM Representative: Judy Vasek Sitton, CRM**  
**Industry Specific Groups: Regina Knox**  
**Internet: Margaret Southard, CRM**  
**Legislative & Regulatory Affairs: Mica Matysiewski**  
**Library and Archives: Debbie L. Diemer**  
**Membership Growth: Patricia L. Rose**  
**Membership Retention: Bonnie Smith**  
**Nominating: Donna G. Rose, CRM**  
**Photographer: Barrett Walker**  
**Procedures Manual: Beverly McMahan**  
**Professional Development: Mimi Dionne**  
**Programs: Shylan Cadmus**  
**RIM Month: Barrett Walker & Jim Dixon**  
**Resource Directory: Sandra Weber**  
**Tellers: Brenda Clements**  
**Seminars: Patti Manning & Robin Thompson**  
**Social and Hospitality: Jennifer Walker-Ostertag**  
**Workshops: Denise Balkum, CRM**

Membership Figures

- i. As of June 30, 2005  
**402**
- ii. As of June 30, 2006  
**419**
- iii. Chapter Dues set for 2006-2007  
**\$35.00**
- iv. Industries represented in Chapter Membership  
**Records professionals from a diverse and international business community make up the membership of ARMA Houston. Those businesses include companies specializing in law, oil & gas, healthcare, chemical, federal and local government, consultants and record services companies. ARMA Houston has received quality vendor support throughout the year with conference sponsorships and event participation. Additional vendor support has helped the Chapter provide educational and team-building events on a consistent basis.**

- e. Chapter Meeting
  - i. Regular Meeting Date (Week of Month, Day of Week, Time of Day)  
**Fourth Wednesday of the Month from 11:30 am to 1:00 pm**
  - ii. Frequency of Chapter Meetings  
**Monthly**
  - iii. Chapter Meeting Fees: For members? For Guests?
    - a. Member early registration price: **\$25**
    - b. Non-member early registration price: **\$30**
    - c. Member regular registration price: **\$30**
    - d. Non-member regular registration price: **\$35**
    - e. Walk-in price for members and non-members: **\$40**
- f. Chapter Newsletter
  - i. Does Chapter Produce One?

Yes

ii. If yes:

1. Title of Newsletter:

**ARMADILLA**

2. Frequency of Publication:

**Bi-monthly**

3. Editor (with E-mail address):

**H. A. (Nancy) Ramirez, CRM, [nancy.ramirez@exxonmobil.com](mailto:nancy.ramirez@exxonmobil.com)**

4. Publication Format (E-mail, Paper, Fax, Web, Combination (indicate formats):

**Web only with e-mail notification to members upon posting**

5. Ad Rates (if offered):

**Ads are offered as a package to vendors and published on the chapter website.**

g. Chapter Web Site

i. Does Chapter Produce One?

Yes

1. If yes, include chapter URL address:

**[www.armahouston.org](http://www.armahouston.org)**

ii. Chapter Webmaster (with E-mail Address):

**Margaret Southard, CRM, [mac\\_south@yahoo.com](mailto:mac_south@yahoo.com)**

B. Chapter Educational Program

a. Monthly Meetings

i. Topics presented (with speaker) for 2005-2006

- **Protecting Your Company and Its Information Assets (Brian Fults, Recall)**
- **Electronic Discovery (Robert Artisst, Capital LLC)**
- **How to Prepare and Conduct a RIM Compliance Review (Diane Walker, CRM)**
- **Solving the Vicious Cycle: Creating Ultimate Information Life Cycle Management (Jerry Euday, EMC<sup>2</sup>)**
- **Privacy Issues Impacting RIM (Susan McKinney, CRM)**
- **E-Mail Headlines and Headaches (Charlene Brownlee, Fullbright & Jawarski)**
- **It's Not Your Daddy's RIM Anymore: Survival of the Fit in the 21st Century (Janice Anderson, Access Sciences)**
- **Protection of Vital Computer Media and RIM Programs (Hugh Smith)**

b. Workshops/Seminars/Study Groups for 2005-2006

- **Where Did It Go? Finding Info on Your New ARMA Houston Web Site (Margaret Southard, CRM)**
- **Vendor Participation Program with ARMA Houston (Denise Hepler-Balkum, CRM; Todd Brown)**
- **Writing for Publication (Judy Sitton, CRM)**
- **Breaking the Cardboard Ceiling: Where We Stand In RIM (Mimi Dionne; D'Anderia Dunham; Denise Hepler-Balkum, CRM)**
- **Can You Take the Heat? Your RIM Program in Court (Margaret Southard, CRM)**
- **Your ARMA Houston Chapter (ARMA Houston Board of Directors)**
- **Toward the CRM Designation – Step 1 (Denise Hepler-Balkum, CRM)**
- **Functional Retention Schedules (Margaret Southard, CRM)**

## C. Chapter Projects for 2005-2006

### *ACT for 8*

ARMA Houston worked with Houston's Public Broadcasting Service, Channel 8 KUHT-TV, in "ACT for 8" pledge drives where the Chapter received free on-air advertising during the time we answered phones and processed pledges. During a live on-air broadcast ARMA Houston President Gayle Page was interviewed. We also partnered with Channel 8 for a special broadcast during which 22 ARMA Houston members volunteered to work the phone bank at Houston's public television station. They offered assistance and answered questions for Hurricane Katrina and Hurricane Rita victims as well as other interested Houstonians. Houston's public television station devoted 10 hours of airtime to hurricane-relief efforts, with as many as 50 area organizations such as FEMA and the American Red Cross from 30 area counties participating. The unprecedented effort, titled *Our Community Responds*, offered a checklist of where things stand and what needs still existed. We were especially delighted to see many new faces among the volunteers for this event. Their time and heart made it possible to meet the needs of others.

### *Support the Troops Summer 2005 Project*

ARMA Houston brought a little joy into the life of 100 men (4 platoons of 25 men) who put their life and future on the line to serve in the armed forces. Monies to cover shipping costs, toiletries, sundries, food items, and stationary, in addition to school supplies for Iraqi children were donated by ARMA Houston Chapter members and their families, local employers and vendors. Also included in the care packages were drawings from children made especially for these men, thank you notes for each of the men and many heartfelt letters.

### *Hurricanes Katrina and Rita Relief Effort - Houston Firefighters*

In response to Hurricane Katrina, ARMA Houston partnered up with a local volunteer fire department to provide aid. A west side fire department turned one of their fire stations into a shelter for over 60 evacuees. They provided arts and crafts for the children and assisted the adults with some temporary and permanent jobs. ARMA Houston donated supplies for the arts and crafts time for the children and there were linens, movies, candy, toiletries, and many other items for the rest of the group. Also provided was information on obtaining clothing suitable for job interviews.

### *Share Your Holidays Food Drive and Holiday Social*

Even when ARMA Houston members are enjoying an evening of holiday fun, they are helping others. An estimated 75 members and guests attended the social event that included a Silent Auction that raised over \$960 for ALHEF, the Highlighting Literacy for Kids Book Drive display that raised \$650 for Robert Louis Stevenson Elementary, and the Share Your Holidays Drive that produced a van full of non-perishable foods and travel size toiletries. Over 350 pounds of food donated by attendees was delivered to the Houston Food Bank. Toiletries were distributed to area battered women's shelters.

### *Valentines 4 Troops*

Valentine's Day is a perfect opportunity to give to those who give so much -- our military men and women. Keeping morale high is essential to the welfare of the troops, especially during the holidays away from home. Knowing we care makes a tremendous difference throughout their deployment. One of the most important ways to get involved is by contributing to "Mail Call" with tangible cards and letters of encouragement. ARMA Houston members signed over 130 Valentine's Day cards at the January Chapter meeting.

#### *Highlighting Literacy for Kids Book Drive*

ARMA Houston Board Members voted to contribute \$2,000 to Houston Independent School District's Robert Louis Stevenson Elementary School during the chapter's May board meeting. Those proceeds combined with donations made by chapter members and companies during the year bring the total raised to more than \$3,500. The school librarian will add the new titles to the collection with the books identified by the ARMA Houston logo labels that were made for the committee this year.

This story started at an ARMA Houston meeting in the summer of 1997 when a speaker urged ARMA Houston members to reach out and try to help kids between the ages of 8 and 11 learn they can succeed. Since then, chapter members have enjoyed getting to know some of those kids and have seen many smiles on member's faces when we talk about the committee and its goals and efforts. ARMA Houston's involvement brings rewards in many ways.

#### *Media and Literature Drive*

Donated magazines and books became a seafarer's "treasure"! Donations benefited the Howard T. Tellepsen Seafarers' Center located in the heart of the Port of Houston Authority's Turning Basin Terminal. Seafarers visiting the center check out media and literature to help pass the time on board ship. Popular items are magazines, paperbacks, playing cards, jigsaw puzzles, videos, and annual calendars. Members were asked to bring "gently used" items to the Spring Conference in Stafford and at the May Chapter meeting.

#### *Ronald McDonald House Pop Tabs Campaign*

ARMA Houston supported Ronald McDonald House (RMH) with their Pop Tab Collection Program. Members were asked to collect the pop tabs from canned drinks, canned foods, etc. and drop them in the RMH paper house. RMH recycles the pop tabs and uses the money for their general operating budget (paying the light bill, gas for the family van, etc.). It takes about 1000 pop tabs to fill a gallon size container. ARMA Houston members, along with Boy Scouts of America, 8-year old Edward "EJ" Fitzgerald VI and The Karate School in Humble, have collected over 30 gallons of pop tabs. RMH is a home away from home for families with children being treated at the Texas Medical Center for cancer or other serious illnesses. The facility is funded entirely by donations. Members placed a RMH paper house near soda machines or snack room in their offices. Each month, they emptied the contents in an envelope and dropped the pop tabs off at the ARMA Houston Chapter meeting.

### ***Toiletries Drive for Battered Women's Shelters***

**Women's shelters offer safe emergency shelter, counseling and advocacy to victims of domestic violence. Many members travel. Hotels often provide toiletries for their guests. Many stores sell travel size items. Members were asked to donate travel size toiletries and place a poster and collection box in their offices. A collection box was provided at the ARMA International Conference in Chicago in September. Donations helped support battered women and children at area women's shelters. Members dropped their donations in the collection box at the monthly meetings. The Project Lead delivered several boxes of the donated items (toiletries, diapers and "gently used" clothing) to area women's shelters.**