



ARMA Austin, Texas Chapter
President's Report

Chapter Information

Chapter Name: ARMA Austin

2005-2006 Chapter Officers & Contact Information

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2005-2006 Chapter Officers & Contact Information

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Name:	Vickie Stephens
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2004-2005 Chapter Officers & Committee Chairs

Board position	Name
President	Scott Willrich
Vice President	Cindy Von Gonten
Secretary	Deanna Brouillette
Treasurer	Sheila Anderson
Program Co-Chair	Tad Howington
Program Co-Chair	Jannette Goodall
Seminar Co-Chair	Alicia Mallory
Seminar Co-Chair	Yvonne Fritz
Education Chair	Mary Hilliard
Membership	Stephanie Jones
Publicity	Karen Manry
Newsletter	Peggy Fischer
Webmaster Co-Chair	Tammy Russo-Leschber
Webmaster Co-Chair	Mike Partridge
Support Committee	Vickie Stephens

2004-2005 Membership Figures

The chapter had 110 members at the beginning of the 2004-2005 fiscal year. We completed the year with our membership growing to 133, a twenty-one percent increase. Our chapter dues for the 2005-2006 fiscal year remain the same at \$35.00. The membership of our chapter comes from a variety of industries including government, services, technology, utilities, legal, education, and banking. Federal, state, and local government employees are the largest group of employees in our membership.

Chapter Meetings

Chapter meetings are usually held on the third Tuesday of every month from 11:30am to 1:00pm. There is no charge for members to attend our meetings, first time guests can attend for free, and non-members can attend each meeting for \$5.00.

Chapter Newsletter

Our chapter's newsletter is simply titled "ARMA Austin". It is published on our website four times a year in pdf format. Our editor is Peggy Fischer and her email address is peggy.fischer@tqslc.org. Advertisements in our newsletters were offered; rates for the past year were unavailable at the writing of this report.

Chapter Educational Program

The Austin Chapter's theme for 2004-2005 was "Bridging the Gap". Through this theme we wanted to encourage our members to reach out to their colleagues in information technology, legal, accounting and other departments within their organizations and help better understand their mission while helping them to understand ours at the same time. Members were encouraged to invite fellow employees from other departments to our monthly meetings, which they could attend for free.

September 2004

Susan Cisco, Ph. D., CRM, FAI, and Bob Guz, CDIA, presented the topic of instant messaging at our first meeting of the year. The presentation provided an approach for developing a policy for managing instant messaging that is responsive to an organization's unique environment while addressing key records management concerns.

Technology options for applying records management controls to instant messaging were examined, including the major categories of technology solutions available in the marketplace and the key capabilities of leading vendors.

October 2004

Our October meeting focused on the opportunities provided by University of Texas through the UT Capstone Experience and the UT Student Chapter of the Society of American Archivist. Presenters were Lee Ann Lacy, UT Capstone Coordinator, Mary Ann Mardock, UT SAA President, and Tad Howington, CRM, CA, FAI.

The University of Texas offers a variety of possibilities for local companies to tap into the knowledge and willingness of UT students. All University of Texas School of Information Master's candidates now complete a "capping" experience to their academic studies. Students may choose the Professional Experience and Project Capstone option by completing an academically rigorous, professional-level project while receiving in return valuable mentoring in a real-world setting. The project will ordinarily result in a deliverable, e.g., a paper detailing the project, a web site, a database, a dataset, a manual, a community service program.

The presenters discussed how organizations can tap into this resource, the value gained for both the student and the organization, the role of an Archives and how Archives and Records Management work together. In addition, Mary Ann shared information on the then upcoming events for Archives Week 2004, October 31 – November 6. Archives Week coincides with Election Week this year. This year's theme for Archives Week was "Government and Secrecy".

November 2004

Cheryl Watrobka, CRM, a senior consultant with Iron Mountain Consulting Services, presented the basic concepts and theory of records classification during our regular monthly meeting. Immediately following the meeting, Ms. Watrobka led an additional opportunity to increase your practical knowledge business records classification in a two-hour interactive workshop in which attendees worked in teams to classify records.

In addition, we continued our support of the Wright House Wellness Center by collecting paper towels, tissue, and laundry soap for their clients.

December 2004

The December meeting was a member appreciation Holiday Party held at Lucy Boatyard. ARMA members could bring one guest to the party. Attendees were encouraged to bring a toy to be donated to Austin's Operation Blue Santa program.

January 2005

Susan A. Hubbard, CRM, spoke on the principles, standards, and best practices of information security. The presentation also covered how this related to records management and where the line is drawn between records and information management and information technology.

February 2005

The February meeting consisted of a tour of Austin's new city hall building. The new building was recently completed and opened to the public in December. The building

was designed to emphasize the city's culture of environmental friendliness, high-tech leadership, and public involvement in government.

March 2005

The March meeting was replaced with our Spring Seminar featuring David O. Stephens speaking on "Bridging the Gap". Mr. Stephens taught conference attendees how to improve our relationship with our organizations' information technology departments and how to strengthen electronic records management in our organizations.

April 2005

Adele Carboni, CRM, spoke at our April meeting on the subject of "Records Management by the Numbers". Metrics and measurements of activities in Records Management tell a story. Ms. Carboni showed our chapter how to link measurements to corporate goals, benchmarking best practices and gathering key data for quality, productivity and cycle time. The handouts included "number driven" formulas that should be in every Records Manager's reference library. Quotes that support metrics in Records Management were highlighted as well as "real work" examples for using numbers to support your records management program.

May 2005

Mary Hilliard, CRM, presented the topic "Learning to Communicate with IT Professionals" at our chapter's May meeting. This informative and interactive session was designed to educate records managers and IT professionals on common IT terms and their meanings. Attendees were divided into teams and challenged with an IT definition-matching contest.

June 2005

Our June meeting was a member appreciation luncheon that included the installation of 2005-2006 chapter officers, member of the year announcement, a motion to allow a vote on the adoption of updated chapter bylaws, meeting attendance prize drawing (paid registration to the ARMA International Conference in Chicago), and recognition of other members and organizations that have helped the chapter through the year.

Chapter Projects for 2005

The Austin chapter had a few major projects in 2005. The first was our continued support of the Wright House Wellness Center. The Wright House Wellness Center was founded in 1988 by PLWAs (Persons Living With AIDS) and several holistic health practitioners. Our chapter has supported the organization providing records management guidance and by holding donation drives at chapter meetings.

The Austin chapter also began the process of updating its chapter bylaws to be in accordance with ARMA International's standards and to make them conform to needs of the chapter. The existing bylaws hadn't been updated since the 1980s. The updates are complete and the changes are currently being voted on by the membership. An approved set of updated bylaws should be ready by the end of July.

A third project of the chapter was what we hope to be an annual shred day for the city of Austin. It was held on April 16th with three shredding vendors, Shred-IT, CenTex Shred, and Iron Mountain Shredding, participating. The event was a big success with over 2000 pounds of obsolete records shredded and over 80 people participating. In addition to the shredding, the chapter also handed out a flyer with recommended retention

periods for household records. While a success, the event will benefit next year from earlier planning and advertising.