



ARMA Austin, Texas Chapter
President's Report
2005-2006 Fiscal Year

Chapter Information

Chapter Name: ARMA Austin

2006-2007 Chapter Officers & Contact Information

Name:	Cindy Von Gonten
Board Position:	President
Address:	Iron Mountain 4121 South Industrial Drive Austin, TX 78744
Email Address:	cindy_vongonten@ironmountain.com
Phone:	(512) 912-2081
Fax:	(512) 912-2001
Name:	Scott Willrich
Board Position:	Past President
Address:	Texas Municipal Retirement System P.O. Box 149153 Austin, TX 78714
Email Address:	swillrich@tmrs.com
Phone:	(512) 225-3721
Fax:	(512) 476-5576
Name:	Sandy Broady-Rudd
Board Position:	Vice President (and Co-Webmaster)
Address:	Texas Municipal Retirement System P.O. Box 149153 Austin, TX 78714
Email Address:	sbroady-rudd@tmrs.com
Phone:	(512) 225-3729
Fax:	(512) 476-5576
Name:	Kay Steed
Board Position:	Secretary
Address:	Employees Retirement System of Texas PO Box 13207 Austin, TX 78711-3207
Email Address:	Kay.Steed@ers.state.tx.us
Phone:	(512) 467-7129
Fax:	(512) 867-3129
Name:	Alicia Mallory
Board Position:	Treasurer
Address:	University of Texas System 210 West 6 th Street Austin, TX 78701-3035
Email Address:	amallory@utsystem.edu
Phone:	(512) 499-4210
Name:	Stephanie Jones

2006-2007 Chapter Officers & Contact Information

Board Position:	Programs Chair
Address:	Texas Department of Agriculture Support Services 1700 S. Congress Austin, TX 78711
Email Address:	Stephanie.jones@agr.state.tx.us
Phone:	(512) 305-9193
Name:	Eric Stene
Board Position:	Publicity
Address:	City of Austin PO Box 1088 Austin, TX 78767
Email Address:	eric.stene@ci.austin.tx.us
Phone:	(512) 974-1388
Fax:	(512) 974-2374
Name:	Donna Herring
Board Position:	Membership
Address:	Southwest Solutions Group 600 Round Rock West Drive, Suite 604 Round Rock, TX 78681
Email Address:	dherring@southwestsolutions.com
Phone:	(512) 336-1328
Fax:	(512) 336-1358
Name:	Jannette Goodall
Board Position:	Seminar Co-Chair
Address:	City of Austin P.O. Box 1088 Austin, TX 78767
Email Address:	jannette.goodall@ci.austin.tx.us
Phone:	(512) 974-9045
Fax:	(512) 974-9047
Name:	Karen Manry
Board Position:	Seminar Co-Chair
Address:	Iron Mountain Records Management 4121 S. Industrial Dr. Suite B Austin, Texas 78744
Email Address:	karen.manry@ironmountain.com
Phone:	(512) 912-2011
Fax:	(512) 912-2001
Name:	Yvonne Spence
Board Position:	Education Chair / ICRM Liaison
Address:	City of Austin PO Box 1088

2006-2007 Chapter Officers & Contact Information

	Austin, TX 78767
Email Address:	yspence@sbcglobal.net
Phone:	(512) 974-2504
Fax:	(512) 335-3972
Name:	Tad Howington, CRM, CA, FAI
Board Position:	Newsletter
Address:	Electric Reliability Council of Texas (ERCOT), Inc. 2705 West Lake Drive Taylor, Texas 76574
Email Address:	thowingt@ercot.com
Phone:	(512) 248-4247
Fax:	(512) 248-6434
Name:	Tammy Russo-Leschber
Board Position:	Webmaster Co-Chair
Address:	Dell, Inc. Records & Information Management One Dell Way BX8105 Round Rock, TX, 78682
Email Address:	Tammy_Russo-Leschber@Dell.com
Phone:	(512) 728-1959
Fax:	(512) 283-5001
Name:	Vickie Stephens
Board Position:	Support Committee
Address:	Records Management Officer Texas Department of Family & Protective Services 8100 Cameron Road, Bldg B (&-937) MC: Y-937 Austin, TX 78754
Email Address:	stephensjvs@aol.com
Phone:	(512) 832-2044

2005-2006 Chapter Officers & Committee Chairs

Board position	Name
President	Scott Willrich
Vice President	Cindy Von Gonten
Secretary	Sheila Fries
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	Sandy Broady-Rudd
Support Committee	Vickie Stephens

2004-2005 Membership Figures

The chapter had 133 members at the beginning of the 2005-2006 fiscal year. We completed the year with our membership decreasing, but only by five members, to 128. Our chapter dues for the 2006-2007 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 five times a year in pdf format and posted on the chapter's website. Our incoming editor is Tad Howington and his email address is thowington@ercot.com. Advertisements in our newsletters were offered as part of a chapter sponsorship package.

Chapter Website

The chapter's website, <http://www.arma-austin.org>, has recently been redesigned and updated. Our website is maintained by our co-webmasters, Sandy Broady-Rudd and Tammy Russo-Leschber. Their contact information is listed in the board contact section of this report.

Chapter Educational Program

The Austin Chapter's theme for 2005-2006 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 2005

Our chapter's first meeting of the year featured Sandy Broady-Rudd, CRM, speaking on the topic of "Marketing Your Records Management Program". Sandy explained the marketing plan she developed for Republic Bank and covered how you can develop your own plan.

October 2005

Kathy Glasgow Sparks, CRM, presented the topic "Litigation Response Plans". Her presentation covered:

- Defining a litigation response plan,
- Reasons for having a litigation response plan,
- Identifying key records,
- Dealing with electronic records, and
- Training Employees.

Following our regular meeting, Ms. Sparks also completed a two-hour workshop, which expanded on the topic and gave real-world examples.

November 2005

In lieu of our regular monthly meeting, the chapter celebrated its twenty-fifth anniversary with a banquet honoring members of the chapter who have contributed to the success of the Austin chapter.

December 2005

Doug Allen, CRM, CDIA+, complete with Santa costume, spoke on the subject of identity theft, how you can prevent it and what you can do if you become a victim. In addition, the chapter sponsored a holiday luncheon for all chapter members. Attendees were also encouraged to bring a toy or make a contribution for Austin's Blue Santa program.

January 2006

Janine Briley, CRM, presented the topic, "The Lone Arranger: Strategies and Experiences". The main focus of the presentation was how to handle the not uncommon, yet overwhelming circumstance of being the only person in charge of an organization's records management program.

February 2006

Hugh Smith of Firelock Corporation presented the topic, "Protecting Records in Media Format? What do I need to know?" Protecting the organization's most vital records requires the records manager to be savvy about the records stored in media format. Trying to effect control over these records is the task at hand and this requires a certain level of sophistication in the records manager to convince IT and management that you have a role to play here.

March 2006

The ARMA Austin Spring Conference took the place of our regular monthly meeting. Jesse Wilkins was our featured speaker and covered several topics in the area of electronic records:

- Inventorying Electronic Records,
- Managing Records Without an ERMS,

- Accessing Your Electronic Records in 5, 50, 500 Years,
- Active E-Mail Management,
- Blogs, Wikis, and RSS, and
- Microsoft SharePoint and Records Management.

April 2006

Lee O. Pendergraft, CRM, spoke at the chapter's April meeting on the topic, "How to Build a Case for Records Storage". This presentation provided insight into how to estimate the hard and soft dollar expenses involved in projecting both paper and electronic records storage costs.

May 2006

Jenny Barker, CRM, presented the topic, "Archival Preservation". The lunch presentation covered the relationship between managing records and managing archives. It included the life cycle of records, definitions, identification of records on the retention schedule, things to consider at the point of creation, and types of archives.

After the meeting, Jenny offered an extended workshop designed to teach records managers some basics of archival principles and practices. It included how archives fit into retention scheduling and the records management program. In addition there were hands on exercises about archival fasteners, pH content of paper, old newspapers, photo albums, and archival file folders. Attendees were welcome to bring problems and examples of photographs, textiles, oversize documents, newspapers, old papers, family scrapbooks, and other items needing special care.

June 2006

Our June meeting was a member appreciation luncheon that included the installation of 2005-2006 chapter officers, member of the year announcement, and annual meeting attendance prizes. Linda Phillips, CRM was on hand to install the new officers.

Chapter Projects for 2005

The Austin ARMA chapter had two main projects as its focus for the 2005-2006 fiscal year. The first was our Second Annual Shred Day. It was held on April 22nd with three shredding vendors, Austin Shred, CenTex Shred, and Iron Mountain Shredding, participating. The event was a big success with over 3,000 pounds of obsolete records shredded and over 115 people participating. In addition to the shredding, the chapter also handed out a flyer with recommended retention periods for household records. The event grew by 45% over last year.

Our second chapter project has been the planning of the ARMA Southwest Regional Training Conference to be held in Austin on July 27-29. We hope it will be a big success and everyone will enjoy his or her time in Austin!