



EXPLORING NEW HORIZONS

FORT WORTH CHAPTER, ARMA INTERNATIONAL

2004-2005 ANNUAL REPORT

CHAPTER INFORMATION

BOARD OF DIRECTORS

2005-2006

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CHAPTER INFORMATION

CHAPTER MEMBERSHIP

Chapter membership as of June 2004 was 111 members. The Fort Worth Chapter has been able to maintain that same number at the end of June 2005. The Chapter did lose a few members due to layoffs and budget cuts experienced by many employers, but our Membership Committee has been very active the past year and has been able to add new members that have kept our overall figure static.

Chapter dues remain at \$30 annually. Since the Chapter was becoming aware that some members were not able to renew membership due to budget constraints, the Board made the decision to not raise the annual dues so that more members could still afford to join.

The Fort Worth Chapter's membership represents a large variety of industries. Members are from the government arena, as well as, from the food and drug industry, oil and gas, legal, real estate, education, transportation, utilities, retail and records management.

CHAPTER MEETINGS

Chapter meetings are held on the second Wednesday of each month from 11:30 a.m. until 1:00 p.m., with the exception of July and August. No meetings are held during those two months. Meeting fees are \$20 for members and \$25 for non-members or guests. In order to maximize the number of people able to attend, the Chapter has not raised its meeting dues for several years. In addition, the June meeting is typically offered at a reduced rate to encourage members to attend the awards ceremony, meet the newly installed officers and participate in the Town Hall discussion.

CHAPTER NEWSLETTER

Worth Recording, edited by Deborah McFadden (Deborah.McFadden@fortworthgov.org), is the newsletter for the Fort Worth Chapter of ARMA International. It is a monthly publication that is full of quality articles and information. The newsletter is distributed electronically via e-mail. *Worth Recording* is viewed as a communication tool and has 100% membership access. The membership distribution list is updated monthly to ensure that each member receives the newsletter.

Changes made previously to the newsletter remained in place without any significant changes due to the fact that it was well received. The newsletter is an appealing piece of work, and graphic images were kept to a minimum to ensure that members did not experience difficulty in opening the newsletter. The distribution was decreased from twice monthly to monthly, but still includes feature articles by guest authors and the membership, Chapter news, membership news, reports, announcements, hot topic websites, educational calendars, fun facts, and leadership listings. Membership is encouraged to write articles whenever possible. The newsletter is posted on the Chapter website for easy access to the public.

CHAPTER WEBSITE

The Chapter's website (www.arnaftworth.org) is maintained by Elaine Piekarski (epiekarski@greenwood-mountolivet.com). The website sports a western logo which will be proudly given to use for the 50th anniversary quilt project being conducted by ARMA International. The format of the website is extremely user friendly. The website offers chapter communications and employment information to our members. It is also available to the public thereby increasing the public's awareness of records management. Many members that are not able to attend the monthly meetings visit the website frequently to keep updated on Chapter activities. The Chapter library holdings are contained on the website so that members can easily see what the Chapter has available and reserve a book.

Advertising space is offered to our vendors. Three different sizes are available to choose from, ranging from \$75 to \$125.

EDUCATIONAL/PROFESSIONAL DEVELOPMENT PROGRAMS

MONTHLY PROGRAMS

At last year's Town Hall meeting in June, the membership indicated the types of topics they wanted to have for the monthly programs in the coming year. The Board listened to the members and a variety of topics presented by knowledgeable speakers were conducted.

September 8, 2004 (joint meeting with Dallas Chapter)

Topic: *Creating and Implementing a Records Retention Program*
Speaker: Linda Phillips, CRM

October 13, 2004

Topic: *Don't Get Caught at the Shredder: Record Keeping in a Sexual Harassment Investigation*
Speaker: Susanne Stenson, Employment Practices Solutions

November 10, 2004

Topic: *Litigation Response Plans*
Speaker: Kathy Glasgow-Sparks, CRM

December 8, 2004

Topic: *Are We Having Fun Yet?*
Speaker: Tony Brigmon, Ambassador of Fun

January 12, 2005

Topic: *Identity Theft*
Speaker: George Magnuson, Rockwall Police Department

February 9, 2005

Topic: *Managing Records and Archives*
Speaker: Jenny N. Barker, CRM

March 9, 2005

Topic: *The Public Information Act and Open Records*

Speakers: Doug Jones and Maleshia Farmer

April 13, 2005

Topic: *Developing a Project Plan*

Speaker: Joan Rylander, PMP

May 11, 2005

Topic: *Computer Forensics*

Speaker: Allison Griffin, Computer Forensics, Inc.

June 8, 2005

Topic: *Annual Awards Ceremony/Officer Installation/Chapter "Town Hall" Meeting*

Speaker: Dr. Barry Schneider, CRM, Ph.D.

WORKSHOPS

Two monthly meeting lunch programs were followed by workshops:

September 8, 2004

Workshop: *Rolling out a Retention Schedule – "Records Retention Practices and Today's Implications"*

Speakers: Pat Dixon, CRM and Karen Harris, CRM

November 10, 2004

Workshop: *Developing a Litigation Response Plan*

Speaker: *Kathleen Glasgow-Sparks, CRM*

SEMINAR

The annual seminar was held May 11 and focused on computer forensics and was presented by Allison Griffin with Computer Forensics, Inc. The three main topics included:

Wrangling Rogue Document Collections

Forensic Analysis

The Sedona Principles – Best Practices Recommendations & Principles for Addressing Electronic Document Production

This seminar was designed to educate our members about the dangers that can be associated with electronic documents and the importance of organizing electronic documents in order for them to be managed properly. The speaker highlighted areas that Records Managers need to pay special attention to during the information discovery phase in a litigation case. Examples were given of damaging information that was not handled properly and resulted in financial losses to an organization. The attendees were separated into three different groups and given a case study to

analyze and offer recommended solutions. The speaker also informed the attendees about what the Sedona Principles were and how they came to be written.

PROJECTS

COMMUNITY SERVICE PROJECT

The Fort Worth Chapter membership feels a strong sense of responsibility to its community and has deep compassion for the less fortunate. The Chapter continued its long standing tradition of sponsoring worthwhile charities, but also explored a different horizon by taking a new approach to one of the organizations dealt with previously.

New Lives School is part of the Fort Worth Independent School District (FWISD). It is an alternative school for pregnant students who choose not to remain at their home school, but still want to complete their high school education. In the past, the Chapter has supported them by giving the School a baby shower to help the young mothers with their new babies.

In 2005, the new approach was to offer professional guidance to the mothers themselves. Volunteers were solicited to help with a series of monthly topics focusing on personal and career development for the girls to help them prepare for the working world. The presentations will focus on characteristics essential for any job seeker – attendance/punctuality, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation and respect. This project will be continued into the 2005-2006 year.

The monthly topics presented in 2005 included:

First Impression, a Lasting Impression: Body Image. Jacque Challman educated the girls on how to dress professionally and how to conduct themselves professionally. Several prizes were given for participation and a grand prize of a \$50 gift certificate was awarded to one student for the purchase of business clothing.

Let's Do Lunch: Social Interaction and Protocol. Barbara Bowser and James O'Neal joined a small group of select students for this training session and had lunch at the Glen Garden Country Club. The students learned how to conduct themselves in a professional setting. Door prizes were awarded and each participant received the poem "All I Ever Needed to Know I Learned in Kindergarten" to be framed for their children's room. This poem was also presented to the teacher as a poster to be hung in the classroom.

CHARITABLE ACTIVITIES

Southwest Region, ARMA International

- The Chapter donated \$100 to the Region's Helping Hand Fund, held annually at the Leadership Conference.

- The Chapter donated \$100 to the Education Fund at the Southwest Region Annual Leadership Conference.

Tarrant County/Fort Worth

- Catholic Charities

The Chapter donated \$200 to the Noche de Fiesta Dinner Auction. This contribution to the annual fundraising event helped raise over \$100,000 for support of all the Catholic Charities programs this year.

- Women's Haven of Tarrant County

The Women's Haven of Tarrant County provides safety, shelter, counseling, childcare, and job placement for Tarrant County victims of abuse. At each monthly meeting, the Chapter collects sample and trial size personal care items for the residents of the shelter. In addition, the Chapter donated professional clothing to aid women going to job interviews.

- Fort Worth Independent School District

The Chapter donated \$100 to support the Teacher of the Year banquet, which recognizes a Fort Worth Independent School District (FWISD) teacher for his/her excellence in education and is supported by the local business community.

The Golden Achievement Award for Partnership Excellence was awarded to the Fort Worth Chapter for the 2004-2005 school year for the Chapter's support of FWISD throughout the year.

- University of Texas at Arlington

The Chapter sponsored the 2004 library subscription to *Information Management Journal*. This contribution serves two purposes. First, it makes this ARMA International publication available for student research. Second, the present of this professional journal in a local educational institution heightens awareness of records and information management as a profession.