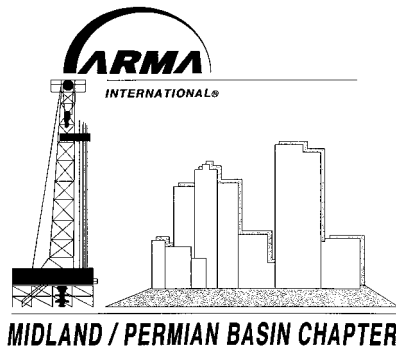


**MIDLAND/PERMIAN BASIN CHAPTER
ARMA International
P.O. Box 23
Midland, Texas 79702
www.midlandarma.org**



**2004-2005 President's Report
2005 ARMA Southwest Regional Training Conference
Little Rock, Arkansas
July 21-23, 2005**

Lyn Miller
Deputy City Secretary
City of Midland
P.O. Box 1152
Midland, Texas 79702
lmiller@mail.ci.midland.tx.us

CERTIFICATE OF INCORPORATION

We are proud of the fact that the Chapter holds a Certificate of Incorporation, received on September 17, 1999, which confirms that the Chapter's Articles of Incorporation conform to the law, and culminating many hours of research and work to have the Chapter incorporated.

A. CHAPTER INFORMATION

a. MIDLAND/PERMIAN BASIN CHAPTER, ARMA

b. CHAPTER OFFICERS AND CHAIRS FOR 2005-2006

President	Peggy A. Brown OXY Permian 6 Desta Drive, Suite 6000 Midland, TX 79705 432.685.5788 Fax: 432.685.5905 peggy_brown@oxy.com
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Vice President	Colleen Michael Midland County 200 West Wall Midland, TX 79701 432.688.4402 Fax: 432-686-7222 colleen_michael@co.midland.tx.us
Secretary	Kate Bushong Burlington Resources P. O. Box 51810 Midland, TX 79710-1810 432.688.6883 Fax: 432.688.6055 kbushong@br-inc.com
Treasurer	Lyn Miller City of Midland P. O. Box 1152 Midland, TX 79702-1152 432.685.7431 Fax: 432. 685.7433

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d. MEMBERSHIP FIGURES

- i. As of 6/30/2004, we had 23 members on record.
- ii. As of 6/30/2005, we have 24 members on record.
- iii. Chapter dues set for 2006 remain at \$20.00 per year.
- iv. Industries represented in the Chapter membership are Petroleum, Local Government, Records Storage/Destruction Facilities, Federal Government and Government Contractors.

e. CHAPTER MEETING

- i. The Regular Meeting Date is the second Wednesday of the month at 11:30 a.m..
- ii. Regular Chapter meetings are held each month except for the month of July when we hold a July Social. We also have a Christmas Social in December along with the regular meeting.
- iii. Chapter Meeting Fees: members - \$13.00; non-members - \$15.00. We also offer a meeting only fee of \$7.50.

f. NEWSLETTER

- i. The Midland/Permian Basin Chapter, ARMA publishes a chapter newsletter , *The Tumbleweed Express*.
- ii. Six editions are published during a chapter year with Special Editions published occasionally, as when we hosted the 2004 Southwest Region Training Conference in Midland.
- iii. Editor: Lyn Miller (lmiller@mail.ci.midland.tx.us)
- iv. Publication format is paper and, the April-May issue was placed on our web site.
- v. Advertising Rates: Business Card Size - \$5 per issue; ¼ page - \$10 per issue; ½ page - \$15 per issue and full page - \$20 per issue.

g. CHAPTER WEB SITE

- i. The Midland/Permian Basin Chapter, ARMA has a web site at www.midlandarma.com.
- ii. Chapter Webmaster is Colleen Michael (colleen_michael@co.midland.tx.us)

B. CHAPTER EDUCATION PROGRAMS

a. MONTHLY MEETINGS SPEAKERS AND TOPICS– 2004-2005

- 7/15/2004 **“Summer Social”**
The Annual Summer Social was not held due to the number of planning meetings being held to host the 2004 Southwest Region Training Conference in July.
- 8/11/2004 **“Work Styles and Personality Types”**
A presentation by Arleen Loyd, Director of Workforce Training, Odessa College Continuing Education Department

The presentation focused on the variety of personalities in the work place, their various work ethics and how to recognize and get along together.
- 9/8/2004 **“Avoiding the Land Mines of ECM”**
A presentation by Greg Simon of E-Software Solutions

Mr. Simon presented a look at the common mistakes of implementing an “Enterprise Content Management” solution.
- 10/13/2004 **“Homeland Security – Are We Prepared?”**
A presentation by M. Dale Little, Midland County Fire Marshal/DMC

This was a review of the current status of the Federal Emergency Plan and how it works with state and local preparedness.
- 11/10/2004 **“Records Clean-Up Program”**
A presentation by ChevronTexaco Senior Information Specialists and Chapter members Brenda Corn, Dina Kenny and Melissa Valadez

The speakers explained processes and responsibilities of conducting a corporate or office-wide program to clean up your records and information.
- 12/8/2004 **“Christmas Social”**
Members brought toys for the Toys for Children Project and participated in an “Ornament Exchange Game”, providing an excellent venue for getting to know each other better.
- 1/12/2005 **“Educational Opportunities Available on the ARMA International Website”**
Chapter member Cynthia Mayes spoke about online training opportunities with ARMA, and “The Truth About Taxonomies”. Chapter member Peggy Brown offered insight regarding ARMA webinars that she had attended.
- 2/9/2005 **“Legal Admissibility of Electronic Records”**

A webcast presentation by ARMA International and Robert F. Williams

The presentation provided a comprehensive examination of the legal admissibility of electronic records, new admissibility issues and explored the

different types of admissibility laws including statutes, rules of evidence, regulations and pocket regulations.

3/9/2005 **“Just Throw It Away, We Don’t Need It Anymore”**

A presentation by Beverly McMahan , Corporate Records Information

Manager for EOG Resources and Executive Vice President for the ARMA

Houston Chapter

The presentation looked at the needs for a Document Protection Program in the workplace and some possible strategies for implementing such a program.

5/11/2005 **“How to Prepare and Conduct a RIM Compliance Review”**

A Presentation by Diane Walker, President/CEO of The INFOTEK Group, Inc.

Ms. Walker’s presentation addressed the management of a records management program for compliance utilizing basic audit skills in symphony with the ISO 15489 guidelines.

6/8/2005 **Installation of Officers Ceremony & “Keys to Success”**

A presentation by Linda Phillips, CRM, Southwest Region Coordinator

Ms. Phillips administered the Oath of Office to the 2005-2006 Officers: President Peggy Brown, Vice President Colleen Michael, Secretary Kate Bushong, Treasurer Lyn Miller, Professional Development Chair Cynthia Mayes and Public Relations Chair Brenda Corn.

She presented gold keys with different colored cords signifying the individual offices and chairs and challenged each with the responsibilities of their office. Ms. Phillips then presented a very informative game of “How to be an ARMA Millionaire”, with everyone taking part in answering the questions geared toward becoming a Certified Records Manager.

b. WORKSHOPS/SEMINARS/STUDY GROUPS FOR 2005

7/22-24/2004 “2004 ARMA SOUTHWEST REGIONAL TRAINING CONFERENCE”

The Midland/Permian Chapter, ARMA was delighted to win the bid at the 2002 Leadership Conference in Lafayette, Louisiana to host the 2004 ARMA Southwest Regional Training Conference in Midland, Texas. Chapter members worked long and hard to present a conference that would be special to all attending and remembered as “the best conference ever”. The

theme for this conference was sports related, and was carried throughout the sessions. On Thursday evening, a “Regional Networking Dinner” was provided in the Midland Center, providing an opportunity for attendees to get to know each other. On Friday, Jose Cuevas, a local businessman, issued a “Welcome to Training Camp” motivational speech. Then attendees were led in a “pep rally”, entitled “Building a Winning Team through Teamwork”, conducted by the Midland/Permian Basin Chapter Board. Following the sessions of the day, the optional attendance event for the evening was a catered meal at the Hilton Hotel and a brief walk to the historic Yucca Theater in downtown Midland to attend a performance of the Summer Mummies old time Melodrama and Olio. The Chapter’s motto of “The Sky’s

the Limit” was exhibited in a “Leadership Moment” game that attendees played throughout the conference. Sheets with answers to questions asked were posted in the meeting rooms. If an attendee answered a question correctly, a football sticker was placed on the football field paper received at the beginning of the conference. The person having the most stickers at the end of the conference won a prize. Chapter members also kept the Hospitality Suite open throughout the conference. While the Chapter members worked really hard to make this conference “great”, the assistance of the many sponsors, door prize contributors, the Midland Center, the

Midland Chamber of Commerce, Regional Coordinator Linda Phillips and Southwest ARMA Region Manager Carrie Fager was invaluable to the success of the conference. Approximately 10 Chapter members attended the conference.

9/28/2004 Annual Planning Session

The Annual Planning Session was held following a board meeting, on September 28, 2004 at the ChevronTexaco offices. The purpose of the Planning Session was to establish the direction of the chapter for the fiscal year 2004-2005. The meeting opened with a “Statement of Purpose” by President Lyn Miller and a review of the chapter’s Mission Statement. The agenda included a brief review of responsibilities of the board, chairs and committees, the budget for 2004-2005; results of a membership survey;

seminar projects and highlights and problems associated with hosting the Leadership Training Conference in July, 2004. Action Items were scheduled for each Board member in relation to these agenda items and goals were set for the coming the 2004-2005 chapter year. The goals set are as follows:

- To provide two successful seminars during the chapter year for the enhancement of educational knowledge regarding records and information management.

(This goal was accomplished by holding two seminars: On February 3, 2005, the chapter co-sponsored a “Seminar on Elder Issues” with

the Community and Senior Services for the benefit of the Meals-On-Wheels program. On April 7, 2005, the chapter held a Mock Trial Seminar in conjunction with “Records and Information Management Month”, which was conducted by John C. Montana, J.D.)

- To place the chapter newsletter, “The Tumbleweed Express” on the chapter website for a more expedient and technological distribution to
- chapter members, as well as immediate access to the newsletter by members of other chapters who visit the website, www.midlandarma.org. (This goal was also accomplished by putting the newsletter on the chapter website in April, 2005.)

2/3/2005

Elder Law Seminar

Attorney Mary Lou Cassidy’s presentation focused on matters that senior citizens face relating to finances, estate planning, trusts, recordkeeping, health and medical needs, living and care facilities, wills and government agencies. The presentation stressed steps to taken to protect themselves. The Chapter co-sponsored the seminar with Community and Senior Services and benefited the Meals-On-Wheels program.

4/7/2005

Spring Seminar - “Sarbanes-Oxley: A Mock Trial Is Your Company at Risk?”

A Mock Trial conducted by John C. Montana, J.D., Records Management and Legal Consultant and Principal of Cunningham & Montana, Inc. of Reston, Virginia and Principal of Montana & Associates, Inc. of Landenberg, Pennsylvania

A one-day seminar was held with the purpose of setting forth the important role played by records and other recorded information in litigation. Participants included Presiding Judge-Midland County Judge Wm. C. Morrow; Defense Attorney-Attorney at Law David W. Lindemood; Fact Witnesses: ARMA International Director Doug Allen, CRM, CDIA+, Midland City Council members Bill Dingus and LuAnn Morgan, and Engineering

Consultant Randy McClay; and Expert Witness-Records Manager and Chapter Board member Peggy Brown. With 40 attendees, the Chapter realized a net profit of approximately \$1,282.00.

B. CHAPTER PROJECTS FOR 2005

2004 Southwest Region ARMA Training Conference

The biggest project ever undertaken by the chapter was hosting the 2004 Southwest Region Training Conference in July, 2004 for the 2004-2005

chapter year. This event has been covered under Workshops/Seminars/ Study Groups in this report.

Membership

During the 2004-2005 year, Membership Chair Kate Bushong provided the membership with up-to-date membership lists at each meeting and encouraged recruitment. The chapter experienced some loss of membership

due to relocation of members for either job or health related reasons, but also gained 3 new members during the year.

Records and Information Management Month

Individual members participated in RIMM by calling attention to the management of records with displays and open houses at their respective places of business. The Midland/Permian Basin Chapter held a Mock Trial Seminar in conjunction with RIMM.

Chapter Web Site

Vice President and Webmaster Colleen Michael continues to upgrade the Chapter web site which contains pertinent information about the Chapter. One addition is the chapter newsletter, The Tumbleweed Express. It may be accessed at www.midlandarma.org.