

DRAFT
WYOMING CHAPTER OF ARMA INTERNATIONAL
Chapter Meeting
September 15, 2008
Barrett Building Multi-Purpose Room

Please Note: These minutes are abridged.

Members Present: Mark Browne, Debbie Leonard, Rico Childers, Ramona Christensen, Rich Wilson, Donna Crock, Vicki Seals, Connie Rothwell, Tim Tyler, Barbara Thomasee, Mary Bausserman, Darlene Kinnison, Deanne Widauf, Lynn Hudson, Lisa Hastings

Guests: Donna Wright, Kathy Levasseur, Sue Wilson, Richard Slater

Speaker: John Frost, ARMA International President

Topic: Future of the Records Manager. Our history, our present changes, what we will look like within 10 years, and resources to help us.

Rich Wilson welcomed everyone and introduced new members Rico Childers and Lynn Hudson. He also announced Tony Adam's retirement party which will be Saturday, September 27th at the Community House in Lions Park. Rich then introduced our speaker, John Frost, the President of ARMA International.

John spoke about ARMA history, how retention schedules were first developed and when Life Cycle came about. He also talked about where ARMA is now. At the present time 80% of records are born digitally. Technology is changing and we need to keep up. In the future best practices will be established, and by 2009 compliance technology should be refined. Our children will have no need for paper and they have grown up in an electronic world. The culture will shift and there will be a focus on CRM certification. A CRM can make \$94,560 per year. Record managers will need more IT skills such as how e-mail systems work on the back end, data bases, the process for migrating data, how Group-Wise works and instant messaging. They will also need to know how to manage records at data layer. Security will be centralized so it is managed in one place and there will be single sign on for computers. It takes 3-5 years to get electronic management in place. A Records Manager will need to know strategy and craft strategic plans, as well as an operating plan. They should also be a marketer and know how to get budget money and prove savings, and know records management around the globe. John stated that in 10 years a CRM will be a CIO somewhere. Records managers need to look at achieving CRM and embrace new technologies. John also talked about how ARMA can help members, i.e. conferences, webinars, meetings, competencies and self assessment where you can rate yourself as to what competency level you are at and it will tell you what you need to do to get to the next level. ARMA will work with chapters to map competencies for their training. Mr. Frost encouraged everyone to be a part of their local chapters, be involved.

Meeting was adjourned at 4:05 p.m.

Respectfully submitted by:
Debbie Leonard
Secretary