



# The Western RIM



Newsletter of the Wyoming ARMA Chapter  
January 2004

<http://www.armawyoming.org>



## Pres Talk

Our annual Christmas gathering took place on the evening of December 11, 2003 at Poor Richards Restaurant with a great turnout. We had fun celebrating the holiday and visiting with each other over delicious food.

Thank you, thank you, thank you, to everyone who donated cash, gifts and food to the Safehouse charity this year! What a wonderful Christmas this family (mother and three children) is going to have. We collected a total of \$465 in cash donations (including ARMAs \$150 contribution), with which we were able to purchase clothing, CD/Radio Boom Boxes, sheets, \$30 Gift Certificate for each family member, \$76 Safeway Card, and many other items from the family's wish list. In addition people were so generous and donated a set of dishes, hair dryer, curling iron, shoes, clothes, games, gift certificates, perfume, and the list just goes on and on. One of the girls mentioned she really likes Tim McGraw. At the request of one of our members, Clear Channel Radio Stations contacted the Tim McGraw fan club in the hope the club might send an autographed CD. They not only sent a CD, they sent a box which was loaded with Tim McGraw items (4 CDs, CD Case, shirts, throw/wall

hanging, and an autographed picture). I also want to thank Ramona Christensen for helping with the shopping and Ramona, Rich Wilson, Tony Adams, and Donna Crock for helping to wrap the gifts.

February seminar arrangements are well on their way. You will be receiving your brochure in the very near future, if you haven't already. It is scheduled for February 12, 2004 and will be held at The Hitching Post Inn in Cheyenne. The speaker will be Alan Andolsen, CMC, CRM, President of Naremc Services, Inc. in New York City. Mr. Andolsen will be talking on ethics in records management, privacy issues and identity theft. If you would like more information you can visit our website at <http://www.armawyoming.org/feb2004sem.htm>. Members are gathering items for the silent auction that is gearing up to be a great way to earn money for our scholarships. We are also looking forward to a good vendor turnout.

The Chapter will once again be offering two scholarships for \$500/each during this next year. These will be available for the fall semester of 2004. One will go to a community college

student and the other to a University of Wyoming student. There is certain criteria they need to meet in order to qualify for the scholarship and that information is posted on our website at <http://www.armawyoming.org>

Remember, the chapter is what you, our members, make it. Please encourage others to join and let them know about the benefits that ARMA can deliver. It takes new members to keep a chapter going and it takes current members to help recruit new members! If you know of someone who you think might benefit from ARMA, I would be happy to contact them.

I hope all of you have a joyous holiday and look forward to seeing you at our next chapter meeting and the February seminar. Happy New Year!

Kristy Anderson, President



### Board of Directors

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Kristy Anderson

Vice-President/Public Relations/Newsletter

Rich Wilson

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Programs

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Education

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Donna Crock

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## December — General Meeting

**Wyoming Chapter  
Association of Records  
Managers and Administrators  
Chapter Meeting  
December 11, 2003, 6:00 p.m.  
Poor Richards, 2233 E.  
Lincolnway, Cheyenne, WY**

**Members Present:** Tony Adams, Kristy Anderson, Ramona Christensen, Dolores Crock, Donna Crock, Wendy Kinkade, Valerie Roybal, Jess Sheely, Rich Wilson.

**Guests:** Pat Anderson, Bob Christensen, Dale Crock, Eric Crock, Donna Logan, Fred Roybal, Shirley Sheely, Sue Wilson



Submitted by,  
Kristy Anderson  
Chapter President/Acting  
Secretary

The December Chapter meeting was an evening Christmas party that was held at Poor Richards Restaurant. After a social hour, dinner was served and

enjoyed by everyone. Members and guests brought items to donate to the Safehouse family the Chapter adopted for its Christmas charity. Chapter President Kristy Anderson welcomed everyone and advised \$315 had been received from donations by members and others

for the Safehouse family, bringing the total amount to \$465 including ARMA's \$150 donation. She advised Ramona Christensen and

## January General Meeting — January 8, 2004 11:30 a.m.— 1:00 p.m.

**When:** Thursday, January 9,  
2004 11:30 a.m.

**Where:** Lowe's Distribution  
Center  
2723 Christensen  
Pkwy  
Cheyenne, WY

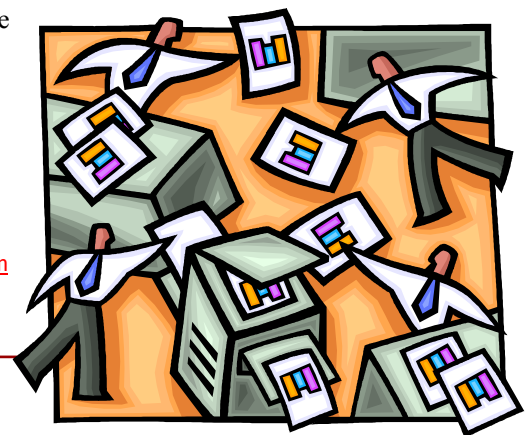
**Topic:** Tour of Lowe's  
Distribution Center

The Wyoming Chapter of ARMA will be touring the Lowe's Distribution Center. The center accepts shipments from manufacturers and redistributes the products to a number of their retail stores.

We will be learning how the center is able to manage the incoming and outgoing product and make sure it arrives where it is needed.

Lunch will be provided by the Pie Lady @ \$6.50 per person. You may view Pie Lady's menu for your choice of 1/2 sandwich, soup/chili, and pie teaser at:  
[http://www.cheyennetwork.com/ includes/menu/pielady.asp](http://www.cheyennetwork.com/includes/menu/pielady.asp) .

**For more information and to RSVP please contact Deanne Widauf Phone: 637-6255 or E-Mail: [dwidauf@cheyennecity.org](mailto:dwidauf@cheyennecity.org) by 11:00 a.m. on January 8<sup>th</sup> . See you there!!!!**



## November Board Minutes

### Association of Records Managers and Administrators

Holland and Hart: Cheyenne,  
Wyoming

November 19, 2003 11:30am

**Members Present:** Kristy Anderson, Vicci Carter, Ramona Christensen, Donna Crock, Rich Wilson, and Deanne Widauf.

**Minutes:** Rich Wilson, seconded by Ramona Christensen, moved to approve the October 28, 2003 Chapter Board Meeting Minutes. Motion carried. The November 13, 2003 General Meeting Minutes were tabled until the next Board Meeting.

**Treasurer's Report:** Ramona Christensen presented the November, 2003 Treasurer's Report showing a balance of \$12,205.08 which includes term share accounts.

### COMMITTEE REPORTS:

**Education:** Kristy Anderson reported that Barbara Thomasee had sent a letter to the Moorcroft Junior/Senior High School responding to their request for information regarding our scholarship.

**Membership:** Kristy Anderson reported that the chapter had 33 members with four up for renewal. Kristy also advised that the Bureau of Land Management membership had been transferred from Craig Wood to Deborah Yeager. Kristy contacted both the hard copy and digital records managers at Trilegiant and the owners of A - Z Document Destruction and visited with them about ARMA. Everyone seemed interested in learning more about ARMA and the benefits of being a member.

Kristy asked that we all spread the word about the benefits of ARMA membership.

**Newsletter:** Rich Wilson reported that the information for the newsletter should be given to him as soon as possible and he will be sending the newsletter out on Wednesday, November 26th.

**Programs:** The December general meeting will be the Christmas party to be held the evening of December 12 at 6:00 p.m. at Poor Richard's restaurant. People are to bring their items to donate to the Safehouse family the chapter adopted. Kristy Anderson asked that you let her know what the item is if it is already gift wrapped so she will know not to purchase the same thing with donations received. The January 2004 meeting will be a tour of the Lowe's warehouse/distribution center. We are to meet at their visitor center with Rick Hale, who will be our tour guide.

**Public Relations:** Rich Wilson reported that the Chapter meeting information will be in the Wyoming Tribune's monthly listing of clubs and organizations.

**Web Site:** Donna Crock reported that she has been updating the web site and the seminar information is on the website.

### OLD BUSINESS:

**February Seminar:** Kristy Anderson reported that she had signed a contract with the Hitching Post Inn to hold the seminar there. The set-up will be the same as it was last year and the lunch will be a buffet. Alan Andolsen has agreed to speak at the seminar. His topics will be "Do You Know Who You Are Today? Records Management Ethics, Privacy Issues & Identity Theft." Kristy has also reserved ten rooms for out-of-town attendees at a cost of \$71.00 each, the rooms will be held until one week before the seminar and those rooms not booked will be made available to the public. There will be a booth offered at no charge to the Attorney General's Office or other legal entity to hand out brochures and visit with the attendees. Kristy reported that the Wyoming State Archives will be responsible for the printing of the seminar handouts, the City of Cheyenne I.T. Department will print the brochures, the Laramie County Clerk will mail the brochures and Valerie Roybal of the County Clerk's office will be in charge of

collecting items for the seminar folders. Vicci Carter will be in charge of the vendors with Barbara Thomasee assisting her. Discussion was held on allowing vendors a brief opportunity to talk about their product to seminar attendees. It was also decided we would continue with the bingo vendor as it is a good way to get attendees to visit each of the vendors. Kristy brought up holding a silent auction during the seminar with the proceeds going to the chapter's scholarship fund. After a brief discussion it was decided that the chapter would hold a silent auction during the lunch break and the winning bid for each item would be announced at the beginning of the afternoon session. Donna Crock volunteered to be in charge of the silent auction. Discussion was held on advertising for the seminar and different ways to advertise besides mailing the brochures (i.e. State Group Wise, Development Digest, media such as radio and Channel 19 "About Town" segment).

**Charity Projects:** Kristy Anderson reported that the donations had been sent to the selected charities in Kemmerer and Gillette and she had already received a thank you from the charity in Kemmerer.

### NEW BUSINESS:

**Update Chapter Brochure:** Kristy Anderson reported that she had updated the chapter brochure to reflect the change in officers along with their contact information.

**Next Meeting:** The next Board meeting will be held at Holland and Hart on December 16, 2003 at 11:30.

Meeting was adjourned at 12:45p.m.

Submitted by,  
Vicci Carter  
Chapter Secretary

# November General Meeting Minutes

**Wyoming Chapter  
Association of Records  
Managers and Administrators  
Chapter Meeting  
November 13, 2003  
Hitching Post Inn 1700 W.  
Lincolnway, Cheyenne, WY**

**Members Present:** Kristy Anderson, Vicci Carter, Ramona Christensen, Donna Crock, Wendy Kinkade, Vicki Seals, Tony Adams, Dolores Crock, Deanne Widauf, and Paula Sutton

**Speaker:** Gus Lopez, Director City-County Health Department

Mr. Lopez has been employed with the City-County Health Department for over 33 years. He was a Health Inspector/Supervisor for the Environmental Health Division for 24 years and from 1996 to 2002, he was the Director. On October 15, 2002 Mr. Lopez became the Director of the City-County Health Department.

**Topic:** West Nile Virus

Kristy Anderson opened the meeting by introducing Gus Lopez, then everyone in attendance introduced themselves and gave where they were employed.

Mr. Lopez discussed the history of the West Nile Virus and stated it gets its name from the West Nile District

in Uganda, where it originated. The virus made its debut in New York City, New York, where it first started showing up in birds.

Laramie County Department of Health met with the State Department of Health, Preventive Health Division in January, 2003 to develop a program and to get as much training and knowledge as they could on the virus. It was learned that only a specific mosquito carries the virus and it is transmitted by the female mosquito when she bites an animal, bird, or human. The incubation period is 9 to 15 days and blood donors are now tested for the virus. The virus is prevalent west of the Mississippi, north to Canada, and south to

Mexico. The only states that did not have any reported cases were Alaska, Idaho, Nevada, and Washington.

Mr. Lopez learned that the State of Wyoming was offering a 50/50 grant to assist the various counties in developing preventive programs and to educate the public. Laramie County was awarded a \$310,000 grant, which was used to identify trouble spots and make aerial applications of Bt1. Bt1 is a pesticide which attacks the mosquito larvae. The aerial crew covered 560 miles and followed drainage areas. The crew consisted of a pilot and 4 spotters to direct the pilot. The aerial team made 3 full applications. There was a ground crew that checked for mosquito activity and made applications in those areas that the aerial crew could not cover. Mr. Lopez ended his presentation by giving preventive information and advising what type of repellants to purchase. He said you want repellants with DEET in them and there are different percentages of DEET, so lower percentages could be used on babies, etc. He advised people to avoid going out during "peak" mosquito times (mornings and evenings) and wear long sleeves and pants if you do go outside during mosquito season.

## WYOMING CHAPTER ARMA TREASURER'S REPORT

**August 2003**

<b>Beginning Balance Checking Account 10/27/03:</b>		<b>\$ 953.130</b>
<b>Ending Balance Checking Account 11/19/03:</b>		<b>\$ 824.81</b>
<b>Balance Term Share #4396</b>	<b>Account</b>	<b>\$ 5260.12</b>
<b>Balance Term Share #8435</b>	<b>Account</b>	<b>\$ 4000.00</b>
<b>Share Savings Account</b>		<b>\$ 1991.83</b>
<b>Total Ending Balance 11/19/03</b>		<b><u>\$ 12,076.76</u></b>

Prepared By:  
Ramona Christensen, Treasurer,  
Wyoming Chapter of ARMA

Submitted by,  
Vicci Carter  
Chapter Secretary

## Do You Know Who You Are Today? - February Seminar and Vendor Show

### Thursday, February 12, 2004

#### WHAT THIS SEMINAR IS ABOUT

#### ETHICS IN RECORDS MANAGEMENT

The events surrounding the Anderson-Enron scandal and subsequent legislative and regulatory actions have highlighted the need for a coherent approach to ethical judgment. In a practical sense, records managers are constantly making ethical decisions, but often unconsciously. This session is designed to present some of the more basic approaches to ethical reasoning and to apply them to a set of issues or events with records management implications. The focus will be on practical techniques for clarifying and resolving ethical questions, not on academic theory.

#### PRIVACY ISSUES

The increased use of technology in all aspects of our lives - whether in business, government, or personal - has heightened concerns about release of personal information. As records managers, we frequently deal with personal information and now must be aware of its unauthorized release. This session will review a variety of domestic and international approaches to privacy as well as existing and emerging legislation that provides a framework for the privacy components of an effective records management program.

#### IDENTITY THEFT

Another result of the increased spread of technology to every corner of our lives is the threat that key personal information can be appropriated by others and used illegally or inappropriately. The results can be annoying or devastating. This session will deal with the threats and methods of identity theft, effective ways to prevent identity theft, and implications for records managers who are responsible for collecting and maintaining personal information.

#### WHO SHOULD ATTEND?

- Records and Information Personnel
- State and Local Government Personnel
- Business and Office Managers
- Information Technologists
- Administrative Assistants
- Librarians
- Risk Management Personnel
- Legal Staff
- Anyone who must organize, file, or manage any type of documentation.

#### ABOUT THE SPEAKER

Alan Andolsen is a Certified Management Consultant, Certified Records Manager, and President of Naremc Services Inc., a management consulting firm founded by Emmett Leahy that has been providing information management services since 1948.

Mr. Andolsen has focused his consulting efforts on the creation of office systems that recognize the diversity of human capabilities and the potential of emerging technologies as well as conserve an organization's resources. During the past two decades, he has pioneered practical techniques for the management of digital records and lectured on their application in Japan, Europe, and throughout the United States and Canada. In addition, he has lectured on business ethics at the University of Dayton, Rutgers and Monmouth Universities and presented papers on business ethics topics in Poland, Slovenia, and Greece.

Mr. Andolsen is Vice Chair - Americas and a member of the Board of Directors of the Assoc. for Management Consulting Firms, and Chair of its Code of Ethics Committee. He serves as Vice President of the Board of Regents of the Institute of Certified Records Managers and a Trustee of the Foundation for Excellence in Consulting and Management. He has previously served as a member of the Board of Directors of the Jupiter Symphony, the Ecole Libre des Hautes Etudes, and the New York Revels. Mr. Andolsen is the author of "Office Systems Management" in the *AMA Management Handbook* (2<sup>nd</sup> Ed.), editor of *Management Consulting: a Model Course* (AMCF), and has lectured at Vanderbilt University, Rutgers University, Monmouth University, and the Ecole Supérieure de Commerce de Paris (ESCP-EAP).

If you have questions or special needs, call: Vicci Carter: 777-6878  
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 Wendy Kinkade (307)637-6329  
 wkinkade@cheyennecity.org