



## Spring Is Here!!!



### Board of Directors

President/Webmaster  
Donna Crock

Vice-President/Membership  
Kristy Anderson

Treasurer  
Ramona Christensen

Secretary  
Vicci Carter

Programs  
Wendy Kinkade

Education  
Vacant

Public Relations/Newsletter  
Rich Wilson

Chairman of the Board  
Jess Sheely

## ARMA May General Meeting

### TOUR OF SHERARD WATER TREATMENT PLANT

**When:** Thursday, May 8, 2003  
11:30 a.m. to 1:00 p.m.

**Where:** Sherard Water Treatment Plant  
1821 Happy Jack Rd.  
Cheyenne, WY

**Program** - We will be touring the Sherard Water Treatment Plant. Bud Spillman will be conducting the tour..

We will be seeing the water treatment process: the chemical pilot plant which is a miniature plant where the water is tested to be sure it meets government standards before it is put into the drinking water system. We will, also, see the King 1 & King 2 very large tanks where our drinking water is stored.

We will order a party sub from Subway. The cost per person will be announced at a later time

For information on the tour please contact: Wendy Kinkade [wkinkade@cheyennecity.org](mailto:wkinkade@cheyennecity.org) or phone at 637-6329 or Kristy Anderson [kanderso@cheyennecity.org](mailto:kanderso@cheyennecity.org) or phone at 637-6346. RSVP by Wednesday, May 7, 2003.

**Pres Talk...**

**F**irst I would like to send my thoughts and prayers to the families that have lost soldiers, to the families of the POWs and MIAs, and to all families

that have a loved one serving in Iraq. Thank you for defending our freedom. I hope they will all return home safely soon.

The final tallies are in from the February Seminar. There were 61 attendees and the chapter made a profit of \$3,609. Once again I would like to thank everyone that helped make the seminar a great success.

I would like to thank Vicci Carter for once again taking care of the set up for Records and Information Management (RIM) month.

The chapter is soliciting nominations from members to serve on the Board of Directors. If you are interested in serving or would like to find out more you can contact me at [dcrock@state.wy.us](mailto:dcrock@state.wy.us) or 777-5751. You can also ask any current board member, they would be happy to discuss items the Board is involved with.

Don't forget to submit your nomination for Chapter Member of the Year. Nominations are due by May 23<sup>rd</sup>.

The Chapter Awards banquet date has been changed to Tuesday, June 3<sup>rd</sup> at the Hitching Post Inn. Mark your calendars to enjoy the evening and visit with other chapter members

Hope to see you at the May chapter meeting.

Donna

### **ARMA International Basic Dues Increase Reminder**

ARMA International membership dues have increased. Any member with a membership expiration date of May 31st, 2003 or later will renew at a rate of \$150.00. The increase covers any Industry Specific Groups a member wishes to join, which were previously \$10.00 each. Any member with a membership expiration date of April 31st or earlier will renew at a rate of \$115, and will pay \$10.00 each for the Industry Specific Groups. Any questions about the dues increase should be directed to [member@arma.org](mailto:member@arma.org).

### **Wyoming Chapter Association of Records Managers and Administrators Holland and Hart: Cheyenne, Wyoming Board Meeting Minutes March 25, 2003 11:30am**

**Members Present:** Kristy Anderson, Vicci Carter, Ramona Christensen, Donna Crock, Wendy Kinkade, Jess Sheely, and Rich Wilson

**Minutes:** Kristy Anderson, seconded by Rich Wilson, moved to approve the February 25, 2003 Chapter Board Meeting Minutes as presented. Motion carried. The March 20, 2003 General Chapter Meeting was cancelled due to a snow storm.

**Treasurer's Report:** Ramona Christensen presented the March, 2003 Treasurer's Report showing a balance of \$16,214.18 which includes term share accounts. Vicci Carter moved to approve the report as presented, seconded by Kristy Anderson. Motion carried. Ramona gave an update on the February Seminar, reporting that as of March 25, 2003, the Chapter had a net revenue of \$3,484.97 from the seminar and that there was just one outstanding vendor fee. Ramona also reported that she had received a renewal notice for our Incorporation status from the Wyoming Secretary of State's office. Donna Crock volunteered to handle the renewal and to contact Jeanne Sawyer of the Corporations Division of the Secretary of State's office and find out the procedure to change our date of renewal, so the officer information would reflect the incoming Board instead of the outgoing board.

**COMMITTEE REPORTS:**

**Education:** Ramona Christensen reported that to date only one scholarship application has been received.

**Membership:** Kristy Anderson gave an update of membership, reporting there are 37 chapter members and one at-large member.

**Newsletter:** Rich Wilson reported the newsletter will be mailed March 28, 2003.

**Programs:** Wendy Kinkade reported that she was going to contact Carol Rookstool, U.S. Postmaster, and see if we could reschedule the tour that was cancelled due to the snow storm for the April 10, 2003 Chapter meeting. Wendy was also going to contact Iron Mountain Records to see if they would like to present the program for the May Chapter meeting.

**Public Relations:** Rich Wilson reported he is still having problems with the Cheyenne paper, Wyoming Tribune, putting our chapter notices and cancellation in the paper.

**Web Site:** Donna Crock reported she is preparing a tribute to Jess Sheely that will soon be on the web site.

**OLD BUSINESS:**

**MRM Region Leadership Conference:** Donna Crock reported that Lee Michael contacted her and asked for a tentative count of people from the Wyoming Chapter that would be attending the conference. Rich Wilson and Kristy Anderson indicated they would definitely be attending the conference. Donna was going to contact Lee and give him a count of three attendees.

**RIM Month:** Vicci Carter reported Wyoming State Archives will celebrate RIM with during the week of April 13 - 19, with a records management workshop, a display of types of records and giving an Award of Excellence. Vicci ordered two posters and twenty balloons from ARMA Headquarters for the display in the Barrett Building lobby. Rich Wilson, seconded by Jess Sheely, moved to reimburse Vicci for the cost of the balloons and posters. Motion carried. Vicci also reported that Kristy Anderson had made arrangements with Jack Spiker, Mayor of Cheyenne, for a proclamation from the city declaring April 13 - 19 Records Management Week and Vicci had made arrangements with the Governor's office for a proclamation from the Governor declaring April 13 - 19 Records Management Week in the State.

**2003 - 2004 Slate of Officers:** Jess Sheely reported that Barbara Thomasee had accepted the nomination for the Education Chair on the 2003 - 2004 Board. This completes the proposed slate of officers for the 2003 - 2004 Board. The proposed slate of officers is: President - Kristy Anderson, Vice President/Publicity/Newsletter - Rich Wilson, Secretary - Vicci Carter, Treasurer - Ramona Christensen, Programs - Deanne Widauf, Membership - Wendy Kinkade, and Chairman of the Board - Donna Crock.

**NEW BUSINESS:**

**Expenses for Jess Sheely Retirement Party:** Kristy Anderson, seconded by Ramona Christensen, moved that Donna Crock be reimbursed for expenses for Jess Sheely's retirement party and to pay Stacy Sprengeler \$25.00 for the cake. Motion carried.

**June Awards Banquet:** Jess Sheely reported that he had made tentative arrangements with the Hitching Post Resort and Convention Center for June 12, 2003 pending Board approval. The Board voted to approve the arrangements. Jess, also advised that he would not be able to complete the rest of the arrangements for the banquet. Donna Crock volunteered to complete the arrangements.

**Duties of Chairman of the Board:** Jess Sheely discussed the duties and responsibilities of the Chairman of the Board.

**Next Meeting:** The next Board meeting will be held at Holland and Hart on Tuesday, April 22, 2003 - 11:30a.m.

Meeting was adjourned at 12:15p.m.

Submitted by,  
Vicci Carter  
Chapter Secretary

**ARMA Awards Scholarship**

The Wyoming Chapter of ARMA International is pleased to announce the award of their annual Records Management scholarship to Sharon Meixner. Sharon is attending Sheridan College and is in the Administrative Information Coordinator program with an emphasis on Medical Information. Her career plans are to work in medical records and ultimately to become a Director of Medical Records.

**Wyoming Chapter  
Association of Records Managers and Administrators  
Chapter Meeting  
April 18, 2003**

**U.S. Post Office, 4800 Converse Avenue, Cheyenne,  
WY**

**Members Present :** Kristy Anderson, Vicci Carter, Ramona Christensen, Donna Crock, Wendy Kinkade, Vicki Seals, Rich Wilson, Tony Adams, and Deanne Widhauf

**Guest Present:** Margaret Maione

**Speaker:** Carol Rookstool, U.S. Postmaster - Carol started with the U.S. Postal Service September of 1979 as a mail handler loading and unloading mail trucks, she was the first female mail handler in Cheyenne. After loading and unloading mail trucks for a while she bid/applied for a mail carrier position. In 1981 she applied for a management position and advanced through the ranks to her current position of U.S. Post Master for the City of Cheyenne.

Wendy Kinkade introduced our tour guide and speaker, Carol Rookstool.

**Topic:** Tour of Converse Avenue Post Office Facilities and Operations

Carol advised that due to the heightened security, we could not tour the facility. Instead, Carol gave a presentation on the operation and equipment at the Converse Station.

The Converse Avenue Post Office was opened in July of 1995 and at this time, it generates revenue of approximately \$22,000,000 per year. The operation of the post office is divided into two areas: the postal side which includes the collection of revenue and delivery of the mail and is supervised by the U.S. Postmaster; and, the plant side which involves receiving, sorting, and shipping of mail and is supervised by the plant manager. The site has approximately 300 - 350 employees working there depending on the time of the year. There are currently 53 city mail routes, nine rural routes, and five star routes (these are contracted routes.)

The Converse facility is open 24 hours a day and processes approximately 130,000 pieces of first class mail daily along with other mail. There are approximately 20 mail trucks which are loaded and unload daily at the facility. The facility has several bar code readers and sorters, and a remote bar coder, which puts a bar code on the mail that does not have one (this is usually mail that is mailed by a

private individual.) The remote bar coder is operated by a satellite and processes approximately 30,000 to 40,000 pieces of mail per hour. The bar code readers and sorters process approximately 30,000 to 32,000 pieces of mail per hour. The use of e-mail by individuals has not had a major impact on the revenue of the Post Office at this time, since the bulk of the mailings are done by businesses.

Each post office is tested quarterly for timeliness of delivery. This is done by mailing a piece of mail from an external site with a zip code. The delivery time is determined by the zip code. The post office must receive a score of 100% or they fail.

Carol closed the presentation by thanking us for coming.

Lunch was catered by the Pie Lady.

Submitted by  
Vicci Carter

### **Training Opportunity: Denver**

An All-Day Records Management Seminar and Vendor Show

#### **RETENTION & DESTRUCTION OF ELECTRONIC BUSINESS INFORMATION IN THE POST-ENRON ERA**

Presented by: Donald S. Skupsky, Esq. and Randolph A. Kahn, Esq.

#### **SEMINAR TOPICS:**

**Sound Records Retention & Disposition, Legal Issues in Managing Electronic Records, and Why E-Records Need Retention Rules.** For information about this seminar, please visit the Mile High Denver ARMA website at <http://www.armadenver.org> or call the chapter hotline at 888-897-9990 (press 1 and you'll be connected to our monthly meeting line).

**WYOMING CHAPTER ARMA  
TREASURER'S REPORT**

**April 2003**

<b>Beginning Balance Checking Account 3/25/03:</b>		\$ 4801.76
<b>Ending Balance Checking Account 4/22/03:</b>		\$ 4896.91
<b>Balance Term Share Account #4396</b>		\$ 5260.12
<b>Balance Term Share Account #8435</b>		\$ 4000.00
<b>Share Savings Account</b>		\$ <u>2221.79</u>
<b>Total Ending Balance</b>	<b>3/22/03</b>	<b><u>\$16,378.82</u></b>

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

Check your bank account regularly either online or by phone to detect any unusual activity rather than wait for your monthly statement.

Guard your mail from theft, don't leave mail overnight in your box and don't put checks in your box to be picked up. This is like leaving your front door open to an identity thief.

Never carry your social security card in your wallet and don't write the number down on a piece of paper and carry it. The result is the same. Never share that number unless it is required. There is no law requiring you to provide your social security number with a retail store. If a clerk won't take your check without your social security number, ask for a supervisor or walk away without buying.

Never order checks preprinted with your driver's license number or social security number on them.

Request a copy of your credit report from each of the three major credit reporting agencies every year. If it is not accurate, bring it to their attention ASAP. Pay particular attention to any outstanding accounts that are not familiar to you.

When shopping on-line make sure that you know with whom you are dealing. Identity thieves have hijacked Web sites such as Ebay and PayPal and directed customer monies to their own accounts.

Destroy credit card receipts, credit card offers, and any other records that contain personally identifiable information. Buy an inexpensive shredder or find another way to totally destroy old records no longer required. One of the favorite ways for identity thieves to steal information is to go through your trash.

Find out who has access to your personnel records at work and verify that the records are secure and only accessible to those authorized to see them. These records contain spousal information, social security numbers, dates of birth, and other information valuable to identity thieves.

Password protect your bank accounts and credit cards to add an additional layer of security.

### **11 Ways to Protect Yourself from Identity Theft**

In an open society, there is no way to absolutely protect yourself from identity theft. However, there are some simple steps you can take to minimize the risk of having your identity stolen. These 11 rules of personal identity protection are based on the best advice from the Federal Trade Commission (FTC) and credit bureaus, and will help make you less vulnerable to identity theft. Before providing personal identifying information, make sure you know who is gathering the information, why it is being requested, and how it will be used. The best rule to follow regarding telemarketers is, if they called you and you don't know the caller, don't share any personal financial information, especially bank account numbers or social security numbers. Even if their product or service interests you, ask them for a number so you can call them back. Most telephone con artists won't give you a number, in which case, hang up.

Minimize credit card use and note your billing cycles. If the bills don't arrive on time, contact the creditors. A missing credit card bill could mean a thief has stolen either an incoming bill or outgoing payment. Keep your credit card account information in a secure place so that you can cancel all accounts if your wallet is stolen.