



The Western RIM



Newsletter of the Wyoming ARMA Chapter
May 2004

<http://www.armawyoming.org>



Pres Talk

It is hard to believe, but there are only two business meetings left in our chapter year! What great programs we have had! Our guest speaker for the April meeting was Wendy Madsen from the Legislative Service Office. She provided a very informative program on "Developing and Implementing a Document Management System While Maintaining Your Sanity." It was wonderful to see everyone who attended the meeting as well as the guests that joined us. Our May meeting will be a tour of the new Fire Training Facility located off Campstool Road. Please mark your calendars for our final business meeting which is the awards banquet and election of officers scheduled for June 1st at the Whipple House. You will be receiving

further information on this in the near future.

The Mile High Denver Chapter's upcoming seminar is scheduled for May 18, 2004. The topic is "Enterprise Electronic Records Management: Real and Now!" with Jim Coulson as the featured speaker. You can register online at their website at www.armadenver.org. The Denver chapter has supported our chapter in many ways, so I hope some Wyoming members can attend their seminar. It should be very interesting.

The Chapter would like to express thanks to Vicci Carter for all her hard work in comprising the display for Records and Information Management Month for ARMA and the Wyoming State Archives.

Rich Wilson and I are planning on attending the region leadership conference scheduled in July in Minneapolis, Minnesota. Rich has

agreed to sit on a panel discussion with one of the topics on planning chapter meetings and programs and what works and what doesn't work. Areas of discussion during this conference are to find out ideas from other chapters on how they handle things regarding membership retention, meeting locations, different experiences and problems small chapters have vs. large chapters and possible ways to resolve some of the concerns.

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Congratulations Deanne!!!

Congratulations to Deanne Widauf for completing her Bachelor of Science Degree from the University of Wyoming! Working full time, taking care of family and all her other activities. WOW!!

What an achievement!!!

Board of Directors

President

Kristy Anderson

Vice-President/Public Relations/Newsletter

Rich Wilson

Treasurer

Ramona Christensen

Secretary

Vicci Carter

Programs

Deanne Widauf

Education

Barbara Thomasee

Membership

Wendy Kinkade

Chairman of the Board/Webmaster

Donna Crock

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Nominations for the 2004-2005 Board of Directors

As an ARMA member, you have several opportunities for professional development in the field of records management. You are also given the opportunity to serve in a leadership capacity at the local level.

Nominations for the 2004-2005 Board of Directors for the Wyoming ARMA Chapter will be accepted through May 12, 2004. The board is seeking individuals interested in serving in one of four open positions. Those positions are: Secretary, Treasurer, Newsletter, and Public Relations. The Board of Directors manages the chapter. It is the responsibility of the board to plan and coordinate the monthly chapter meetings and the business of the chapter. We usually hold one transition meeting at the beginning of the chapter year to help members assume their new leadership positions. If you have questions about the specific duties of any position,

please contact me or any other board member. Any member of the chapter is eligible to serve on the board. You can nominate someone or volunteer to seek one of the positions by contacting Donna Crock, Chairperson of the Board, at: dcrock@state.wy.us or 307-777-5751. All nominations will close on May 12, 2004 at 5 p.m.

Mark your calendars!!! The chapter awards banquet has been scheduled for June 1, 2004 starting at 6 p.m. at the historic Whipple House. This is a great time to come meet other chapter members and celebrate the end of the chapter year. We will be electing the new board for the 2004-2005 chapter year and will be awarding the chapter member of the year.

Nominations for Chapter Member of the Year

Cast your vote, it is time to make your

choice for Chapter Member of the year. The awards committee is comprised of Vicki Seals, Valerie Roybal, and Donna Crock. You can send your vote to Donna Crock, Wyoming Public Service Commission, 2515 Warren Avenue, Suite 300, Cheyenne, WY 82002 or e-mail one of the committee members. Donna Crock dcrock@state.wy.us Vicki Seals vseals@cheyennepd.org Valerie Roybal

valerieroybal@hotmail.com

You may consider various facets when making your decision. Consider participation in committee work, board work, job achievements, attendance at chapter functions, sponsorship of new members, and outside achievements, which benefit or reflect well on the chapter. All nominations will close on May 12, 2004 at 5 p.m.

May Chapter Meeting — May 13th

Where: Fire Training Complex
7222 Commerce Circle
Cheyenne, WY

When: May 13, 2004

Time: 11:30a.m. — 1:00p.m.

The monthly meeting of ARMA will feature a tour of the new Fire Training Complex.

Jeff Fox, Division Chief of Training, will be conducting the tour of the Fire Training Facility. This tour will provide first hand knowledge of what

our firefighters have to endure for training to become adept at their jobs as well as information on how the Fire Training Facility materialized through many meetings with legislators, council members, citizens, and the grant process to obtain much-needed funding.

Jeff Fox has been employed as a firefighter since 1978. He started out as a Firefighter, worked his way up through the ranks as an Engineer, Lieutenant, Assistant Chief, and currently serves as the Division Chief of Training. He was the interim Fire Chief from July 2001- Aug. 2002 and

previously served as the Local I.A.F.F. Union President.

For more information and to RSVP contact Deanne Wihauf: phone; 637-6255 or e-mail:

dwidtauf@cheyennecity.org

Pres Talk (continued from page 1)

Don't forget to submit your Chapter Member of the Year nomination by May 12, 2004. The awards committee is comprised of Donna Crock, Vicki Seals and Valerie Roybal. Submit your nominations by e-mail to one of these individuals or mail your nomination to Donna Crock, Wyoming Public Service Commission, 2515 Warren Avenue, Suite 300, Cheyenne, WY 82002. There are many people who contribute extensively to keep our chapter going through committee work, board work, attendance at chapter functions, spon-

sorship of new members, and outside achievements which benefit or reflect well on the chapter.

If you would like to become more active with your ARMA chapter, there are many ways to do this. Bring a guest to a meeting or to the annual seminar; make a phone call to encourage another information manager to join the chapter; submit an idea for a program; get involved on the ARMA board. This is your chapter and we encourage everyone to participate!

Happy Spring!

Kristy Anderson, President

March 2004 Board Meeting Minutes

**Wyoming Chapter
Association of Records Managers
and Administrators
Public Service Commission, 3rd
Floor Hanson Bldg., Cheyenne,
Wyoming
Board Meeting Minutes
March 23, 2004 11:30am**

Members Present: Kristy Anderson, Vicci Carter, Ramona Christensen, Donna Crock, Wendy Kinkade, Rich Wilson and Barbara Thomasee

Minutes: Ramona Christensen, seconded by Rich Wilson, moved to approve the January Board meeting minutes, the March Business Meeting minutes, and the February Board Meeting minutes as modified. Motion carried.

Treasurer's Report: Ramona Christensen presented the March 2004 Treasurer's Report showing a balance of \$15,880.53 which includes term share accounts. Ramona also handed out the final Revenue and Expenditure Report for the February

Seminar. The net profit from the seminar was \$3,912.49.

COMMITTEE REPORTS:
Education: Barbara Thomasee advised that she had received three scholarship applications from high school students and one from a junior college student to date. The applications are reviewed by the Scholarship Committee as they come in.

Opportunities: Kristy Anderson reported she had received Dr. Langemo's demo DVD. She will review it and then it will be available for the other board members to review. Kristy is going to check into the copyright restrictions.

Rich Wilson reported that the Wyoming State Archives will be a sponsor of the Society of American Archivist's Advanced Electronic Records Management Workshop.

Membership: Wendy Kinkade reported that we have 32 active

members.

Kristy Anderson reported that the membership sub-committee had met to discuss new ways to promote membership. They decided to contact state records managers and analysts, veterinary offices, medical offices, and School District Administration office. They would invite personnel from those offices to attend the April general meeting and visit with them about the benefits of being an ARMA member. Donna Crock, seconded by Rich Wilson, moved that the chapter pay for the lunch of those people who are invited and attend the April meeting. Motion carried.

Kristy also reported that she had sent letters with a membership packet to Natasha Hoffer of the Department of Corrections, Karla Thompson and LaMar Scott of the Sweetwater County School District telling them about ARMA and the benefits of being a member.

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April 2004 — General Meeting

**Wyoming Chapter
Association of Records
Managers and Administrators
Chapter Meeting
April 15, 2004 11:30a.m. to
1:00p.m.
Hitching Post Inn
1700 W. Lincolnway,
Cheyenne, WY**

Members Present: Tony Adams, Kristy Anderson, Ramona Christensen, Donna Crock, Vicci Carter, Val Roybal, Dan Siglin, Vicki Seals, Deanne Widauf, Barbara Thomasee, and Rich Wilson

Guests: Margaret Maione, Monica Asher-Davis, Edith Fuqua, and Rhonda Reed

Speaker: Wendy Madsen, Legislative Service Office

Kristy Anderson opened the meeting, welcomed our guests, and had everyone introduce themselves. Kristy introduced the guest speaker, Wendy Madsen. Wendy is the Legislative Information Officer for the Wyoming Legislature. The Legislature created this position in 2001 to better respond to legislative and public requests for information. Wendy is responsible for developing the responsibilities for this new position, which include coordinating legislator training

and education; media relations and outreach; legislative information management; and civic education activities that promote understanding of, and participation in, the legislative process. Prior to creating the legislative information officer position, Wendy worked as a member of the program evaluation research staff for the Legislature for seven years. Wendy has a Bachelor's degree in Political Science and a Master's Degree in Public Administration from the University of Wyoming.

Wendy opened her presentation with an overview of the

WYOMING CHAPTER ARMA TREASURER'S REPORT January 2004

Beginning Balance Checking Account 3/23/04:	\$ 4558.79
Ending Balance Checking Account 4/20/04:	\$ 4490.39
Balance Term Share Account #4396	\$ 5260.12
Balance Term Share Account #8435	\$ 4000.00
Share Savings Account	\$ 2125.50
Total Ending Balance 4/20/04	<u>\$ 15,876.01</u>

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

Legislative Services Office. She then focused on the duties and responsibilities of the Legislative Information Officer. Wendy used a 12 point list to give her presentation, which she developed as a result of the lessons she learned during the two years she has been developing an electronic document management system for the Legislative Services Office.

Submitted by,
Vicci Carter

Training Opportunities

The Mile High Chapter of ARMA will be conducting a seminar on May 18, 2004. The topic will be "**Enterprise Electronic Records Management: Real and Now!**" with featured speaker, Jim Coulson. The Seminar will be located at the Arapahoe CentrePoint Plaza, Littleton Room, 14980 East Alameda Drive, Aurora, Colorado 80012. Please visit the Mile High Denver Chapter website for further seminar details and to access the registration form. <http://www.armadenver.org/2004seminar.htm>

The Wyoming State Archives and the Cheyenne City Clerk's office will be hosting a document imaging workshop "**Document Imaging: Achieving Success in the Workplace**" June 9, 2004. The workshop will be presented by Ray Cunningham, CRM, MIT. For more information and to register contact Rich Wilson, 307-777-5586 or rwilso2@state.wy.us or visit <http://wyoarchives.state.wy.us/events1.htm>

March 2004 Board Meeting Minutes (CONTINUED FROM PAGE 3)

Newsletter: Rich Wilson reported that the newsletter was ready to go, he was waiting for the President's article.

The Board discussed sending the newsletter electronically. It was decided to put an article in the newsletter to advise members that the chapter was considering sending the newsletter electronically to chapter members unless the member requested a hardcopy and see what kind of response was received.

Programs: Kristy Anderson reported that the April general meeting is scheduled for April 8, at the Plains Hotel. Due to that week being the week of spring break for the school kids, it was decided to move the April Business Meeting to April 15. Rich Wilson said he would contact Wendy Madsen, the speaker, and see if this will work for her. Kristy advised the Plains Hotel was being considered for the location of the April meeting, but still needed to be finalized and she would check to see if the 15th was available. The May meeting will be a tour of the new fire training facility. Kristy reported that a variety of pizzas would be ordered for lunch. The June meeting will be the annual awards banquet. The awards banquet was tentatively scheduled for June 3, 2004. Since that date is the last day of school, several chapter members would not be able to attend the banquet. The Board decided to move the awards banquet to June 1st if the Whipple House is available. Donna Crock will contact the Whipple House to see what dates are available.

Public Relations: Rich Wilson reported that the chapter's meeting information was in the Trader's and the Tribune/Eagle.

Web Site: Donna Crock reported that she had put the Northern Colorado and Mile High Chapters' seminar

information on the website.

OLD BUSINESS:

MRM 2004 Leadership Training Conference:

Kristy Anderson discussed the dates and cost of the MRM Leadership Training Conference. Kristy also discussed how important and beneficial networking with the other chapters in our region was. The region directors encouraged two people from each chapter to attend if possible.

Donna Crock, seconded by Ramona Christensen, moved that the chapter pay for Kristy Anderson, to attend the 2004 Leadership Training Conference, to include transportation, registration, lodging and meals. Motion carried.

Rich Wilson, advised that he would be visiting family in the area and also planned on attending the conference. Wendy Kinkade, seconded by Ramona Christensen, moved that the chapter pay for Rich Wilson's registration and lodging expenses for the conference. Motion carried.

Records And Information Management Month (RIM):

Display: Vicci Carter reported that the display would be in the rotunda of the Barrett Building in the same location it has been in the past. It will be up from Monday, April 26 through Friday, April 30. Wyoming State Archives will be presenting a Records Management Workshop on Tuesday, April 27. They will also make their award of excellence to those people and agencies who have demonstrated outstanding records management during the year. Both the Governor of Wyoming and the Mayor of Cheyenne, have issued proclamations declaring April Records and Information Management Month.

Elections and Awards:

Kristy Anderson reported that after reviewing the chapter's by-laws, she found that Ramona Christensen could not run for Treasurer for a third term. The chapter has a term limitation of two years/terms per office. Ramona has been nominated to fill the office of Secretary.

Kristy Anderson advised that Donna Crock, Valerie Roybal and Vicki Seals comprised the awards and elections committee.

NEW BUSINESS:

Wyoming Chapter of ARMA 25 Year Plaque:

Kristy Anderson reported that this is the Wyoming Chapter of ARMA's 25 year anniversary. ARMA International has sent the Chapter a 25 year plaque to commemorate the anniversary. After a brief discussion, the board decided to present the plaque to Tony Adams to be displayed in his office. Tony, and his late wife Julia, were instrumental in starting the Wyoming Chapter and are charter members of the Chapter.

Next Meeting: The next Board meeting will be held at the Public Service Commission, 3rd floor of the Hanson Building, April 20, at 11:30.

Meeting was adjourned at 1:00 p.m.

Submitted by,
Vicci Carter
Chapter Secretary

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THE ASSOCIATION OF RECORDS
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Cheyenne, WY 82001-3162

Websites of interest:

For weather information:

<http://www.weather.com>

To refine a search: <http://www.infoseek.go.com>

For surfing assistance:

<http://www.about.com>

For net newbies: <http://www.suite101.com>

To check out other ARMA Chapters:

<http://arma.org/chapters/index.cfm>

Copies and Paper provided by

The Wyoming State Archives

***Wyoming Chapter of ARMA
Assn. Records Mgrs & Admin Intl.
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Cheyenne WY 82003***