



The Western RIM



Newsletter of the Wyoming ARMA Chapter
October 2006

<http://www.armawyoming.org>

Pres Talk



Our first meeting of the year was very successful. We had 14 members and 2 visitors in attendance. Matt Ashby of the City of Cheyenne Planning Office spoke on *Plan Cheyenne*. The program was very informative and raised a number of questions Matt responded to. If you were not able to attend the meeting, our next general meeting is scheduled for October 10th. Janie Waite, CRM, MBA, will be discussing how to determine the best media mix for your organization. If you have questions about what

types of media: imaging, microfilming or paper would be best for your office, you won't want to miss this meeting. This is the same presentation Janie will be giving at the ARMA Conference in San Antonio. You will receive an e-mail from Wendy letting you know the details. See you there.

Speaking of the ARMA conference, there is still time to register. Our chapter will be participating in the silent auction the ARMA International Education Foundation is holding in conjunction with this year's conference. We will be donating a Wyoming theme bag that will focus on Devil's Tower and the Historic Transportation Depot. The proceeds from the auction will help with the ongoing expenses and initiatives of the

Foundation. If you would like more information about this worthy cause, please visit URL: <http://www.armaedfoundation.org/>. Donna Crock is our Chapter Foundation Champion. She also has information about the Foundation. Our annual scholarship program is about to kickoff for school year 2007-2008. We will be sending information about our scholarships to high schools and colleges in Wyoming in October. If you know someone who would be eligible for the program, please encourage him or her to check with their guidance counselor or school financial aid office.

Continued on page 5

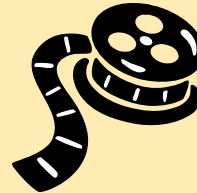
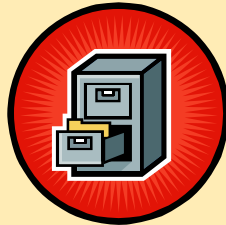
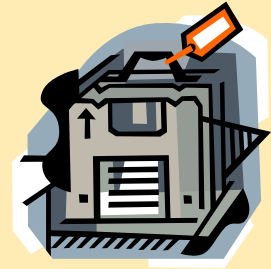
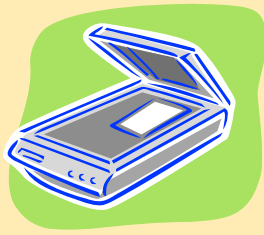


Board of Directors

- President
Rich Wilson
- Vice-President/Webmaster
Donna Crock
- Treasurer
Ramona Christensen
- Secretary
Pat Newbern
- Programs/Public Relations
Wendy Kinkade
- Education
Barbara Thomasee
- Membership
Tim Tyler
- Newsletter
Donna Baur
- Chairperson of the Board
Kristy Anderson

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October Chapter Meeting - October 10, 2006
“How to Determine the Best Media Mix for Your Organization”

Where: Hitching Post Carriage Court Room
1700 W. Lincolnway, Cheyenne, WY

When: October 10, 2006

Time: 11:30 a.m.

The monthly meeting will feature a presentation on how to determine the best media mix for your organization. If you have questions about what types of media: imaging, microfilming or paper would be best for your office this meeting will provide some answers. WY ARMA Chapter Member Janie Waite, CRM, MBA will be the speaker and this is the presentation that she will be giving at the ARMA International Conference in San Antonio, TX.

Lunch will be served from the Buffet. RSVP to Wendy Kinkade by October 9, 2006 at 12:00 noon.

Contact Wendy Kinkade (307) 637-6329 or email:
wkinkade@cheyennecity.org

August 2006 Board Meeting Minutes

**WYOMING CHAPTER
Association of Records Managers &
Administrators
Cheyenne City Hall, 2101 O'Neil,
Room 208, Cheyenne, Wyoming
Board Meeting Minutes
August 29, 2006, 11:35am**

Members Present: Tony Adams, Kristy Anderson, Donna Baur (by phone), Ramona Christensen, Donna Crock, Wendy Kinkade, Pat Newbern, Rich Wilson, Barb Thomasee, Tim Tyler.

Guests: Paula Sutton (Colorado), ARMA Midwest-Rocky Mountain Region Manager

Meeting was called to order: By President, Rich Wilson at 11:35 a.m.

Minutes: Donna Crock moved to accept the Minutes of the May 23, 2006 Board Meeting and the May 10, 2006 General Meeting Minutes as submitted. Motion seconded by Kristy Anderson. Motion Carried.

Rich Wilson then introduced Tony Adams, representing SHRAB and the State Archives. Tony came to speak with the Board for consideration of co-sponsoring Dr. Mark Langamo for a two-day workshop in 2007. Tony explained SHRAB has funds available to assist, including cost of the brochure (w/assistance for printing) and possible additional assistance through the State Archives. Costs at this time include \$2,000.00 for Mark's 2-day workshop fee plus \$1,000.00 for Mark's travel and peridium (SHRAB could also pickup the \$1,000.00 for Mark's travel and peridium). Tony explained that Dr. Langamo's workshop would be geared to Record Management Fundamentals with options for electronic records and historic record. Discussion followed regarding previous workshops and possible dates, host site/locations and

expenses, additional costs for lunches and breaks, and other misc. expenses. Tony related dates of education opportunities including Kodak Imaging in October, and NEDCC Disaster Preparedness Workshop for this fall of 2006, with other educational opportunity dates not set as of yet. Discussion followed regarding anticipated costs, dates, and location options. No action was taken at this time.

Treasurer's Report: Ramona Christensen presented the 2006 Year Treasurer's Report with the year's checking account deposits of \$8,849.09, disbursements of \$9,523.39, and a balance of \$5,350.79. Term Share account Investments total were \$10,422.87. For 2006 Year Total Balance through June 30, 2006 of \$ 15,773.66.

Ramona then presented the July/August Treasurer's Report with the checking account deposits of \$ 130.00, disbursements of \$ 931.21, and a balance of \$ 4,549.58. Term Share accounts total were \$10,427.72. For a current Balance Total of

\$14,977.30.

Pat Newbern moved to accept the 2006 Year Treasurer's Report. Seconded by Donna Bauer. Motion carried.

Rich introduced Paula Sutton, our Midwest-Rocky Mountain ARMA Region Manager from Colorado. Paula related all the Chapters in the Midwest & Rocky Mountain Region is getting started up again. The Central Kansas Chapter is reviving and the Western Slope and Colorado Springs Chapters are trying to also work up more activity. Paula shared various information updates from ARMA International including information for the Annual Conference to be held in San Antonio, TX this October. Paula explained there are still some issues still being experienced between some of the ARMA databases, but that many of the previous problems have been addressed successfully. Paula suggested we continue to contact Melody about any questions we may have concerning memberships.

Susan McKinny, ARMA President, will be coming to Denver (January 16, 2007), and Paula asked if we would like to have her visit our Chapter. Plans to host Susan will be finalized within the next couple months and the Board will be in communication with Paula.

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**WYOMING CHAPTER ARMA
TREASURER'S REPORT
June/July/August 2006**

**Beginning Balance Checking
Account 5/23/06: \$ 6,624.82**

**Ending Balance Checking
Account 8/29/06: \$ 4,549.58**

**Balance Term Share Account
#4396 \$ 5,260.12**

**Balance Term Share Account
#10412 \$ 4,000.00**

**Share Savings Account
\$ 1,167.60**

**Total Ending Balance
8/29/06 \$ 14,977.30**



August Board Meeting Minutes *Continued from page 3*

Paula also spoke about the ARMA Leadership Workshop held in Omaha, NE in July, which she and Rich Wilson attended. Paula related it was an exceptional opportunity for sharing of information and leadership training. Next year's Leadership Workshop will be held in Des Moines, IA. Paula has posted pictures from this year's Workshop at <http://armamrm.org/> for your viewing.

Paula thanked everyone for inviting her to our meeting and also urged everyone to attend the ARMA conference in Texas as well as attending any opportunities to enhance our knowledge and involvement.

Education: Barb Thomasee reported she had been contacted by Lindsey Sears regarding the payment process for her scholarship. Kristy suggested Barb contact the school financial aid office(s) for verification of the two-student recipients registration in school prior to payment. A discussion followed regarding when we should send out letters for our two scholarships for 2007-2008. Barb related we sent out letters in October of last year. Our primary scholarship will be the Vicki Carroll Memorial Scholarship with the second offered to be a WY ARMA scholarship.

Membership: Rich discussed ARMA Intern'l membership processes and Donna Crock related she will continue to share the excel spreadsheets merged with MSWord to Tim and other members as she receives them each month.

Newsletter: Donna Bauer reported she would be including the RIM month photo and RIM month celebration information in the next newsletter.

Donna relate there weren't any new members to include this month and Donna Crock suggested getting with some of the retirement members, and Donna Bauer felt that was a great idea.

Programs: Wendy reported the September program is slated with Matt Ashby to speak about "Plan Cheyenne", the Urban plan for Cheyenne. Matt is in the city planning office and involved in key planning projects and was named in the Top 40 Under 40. Other programs planned will include Janie Wait, speaking about 'Media Mix' in October (at the Hitching post with lunch buffet), Visit from Susan McKinney ARMA Intern'l President in January, and others not confirmed as of this date. Suggestions for programs include Echo Star, the Weather Bureau, and A-Z Document Destruction.

Web Site: Donna Crock reported she has updated our site with Board meetings, the June Newsletter, program information, and the President's letter. Donna reports we are running out of allotted space for our website. A discussion followed with input from the Board regarding what information would be best to discontinue and Donna will begin to retire outdated information accordingly.

Old Business: Rich gave a report on the ARMA Leadership Conference held in Omaha this past July. Steve Gray was a positive speaker who shared lots of information and encouraged our region chapters to continue with their forward movement. He shared that our chapters were not the only ones with issues, and to continue to look forward with positive changes. Rich related the conference was chocked full of tremendous ideas and simply a fantastic sharing experience for positive and effective leadership. Paula Sutton also brought her book from the Omaha Leadership Conference for everyone to look through. Rich urged everyone to attend the next ARMA Leadership Conference, which will be held in Des Moines, IA next July 12-14, 2007.

Regarding the upcoming ARMA Annual Conference in San Antonio, TX., Rich asked for those who would be attending (Rich, Donna Crock, Pat Newbern, and Barb Thomasee) to be in contact via E-

Mail for plans to get together once in San Antonio. Paula Sutton will also be attending as our Midwest & Rocky Mountain Region Manager. Among items discussed regarding this year's Conference were the new Silent Auction, ARMA Education Fund with a 'Kick Off' on Saturday with Golf and Research, and a raffle for the Educational Programs sponsoring International Education opportunities for a free ARMA Conference. Following a discussion, Donna Crock motioned we put together something representing Wyoming for the Silent Auction up to \$50.00 (to include shipping) from our chapter. Seconded by Tim Tyler. Motion carried.

New Business: Rich opened new business asking for suggestions of "how we can better recruit new WY ARMA memberships". Following a discussion, several board members shared suggestions to possibly target businesses in the area and through out the state. Kristy suggested we put together a list of names and businesses, etc., so we can begin to target them. Wendy Kinkade added she could share information with various municipalities in the region through faxes done regularly. Rich asked for members to continue to share suggestions, and no action was taken at this time.

Rich Wilson shared three items of correspondence: A letter of thanks and appreciate from the United Medical Center Hospice for the donation in memory of Vicki L. Carroll; A letter of thanks and appreciation from Pat and Kristy Anderson for the Peace Lily Plant received in memory of Pat's mother; And a letter received from Ross Bellinghiere in thanks and appreciation of the WY ARMA scholarship awarded to him.

Meeting was adjourned at 1:30 p.m.

Respectfully submitted by:

Pat Newbern

September Chapter Meeting Minutes

**WYOMING CHAPTER
Association of Records Manag-
ers and Administrators
Chapter Meeting
September 12, 2006
Poor Richards Restaurant,
Cheyenne, WY**

Please Note: These minutes are abridged.

Members Present: Kristy Anderson, Mary Bauserman, Donna Crock, Wendy Kinkade, Debbie Leonard, Pat Newbern, Valerie Roybal, Vicki Seals, Dan Siglin, Tim Tyler, Deanne Widauf, Rich Wilson.

Guests: Sue Layman

Speaker: Matt Ashby, City of Cheyenne Planning Office - "Plan Cheyenne"

Topic: "Plan Cheyenne"

Members and guests met at Poor Richards where everyone enjoyed lunch and visiting with each other. Wendy Kinkade introduced Matt Ashby, with the City of Cheyenne Planning Office. Mr. Ashby then gave a presentation on "Plan Cheyenne", which is a long term planning and goal oriented process for the future of Cheyenne and it's surrounding areas within Laramie County. Matt explained the importance of planning innovations where people will chose to live as and thinking and operating Cheyenne like a business. Matt explained the planning process as 2030 and beyond with

Land Use, Transportation and Parks and Recreation with the involvement of the City, County, Region, Parks & Rec. and all stakeholders with more involvement to attain success. Key parts of this process include thinking differently and including means of comment not only for those who implement but also school districts, fire districts and targeting the audience, general public, staff and developers.

Matt shared fact sheets that are still in the planning stages with innovative ideas pulling together people and architecture through more visuals, the right tools and the right people. As an example, Matt shared the roads plan for 2060 and demonstrated the values behind the concept of "Plan For the Ages". Demographics and the numbers of building permits in Wyoming are staying even with the percentages in Colorado. At this time, Matt explained the importance of a comprehensive plan for our roadways to become a great community. Our growth must be accomplished by choice not chance, with the plan being only as good as the implementation.

Matt then described the Dinneen Motors Re-development project, explaining the importance of a community-minded family (Dinneen's), which will be a lasting impact for our community though cooperative planning and a desire to align business and town goals.

Other concepts that "Plan Cheyenne" looks to incorporate are "Smart Growth", a national planning concept using identifiers that are not as expensive with lesser costs to all. In some ways a more complex planning process, but one that better utilizes use of available spaces to include multiple types of housing. "Growing Smart" includes landowner, developer, and City buy in. An important message through out each of these processes is to "spark imagination in your own backyard".

Matt then wrapped up his presentation with information about the importance of Open Spaces and the Big Hole (part of the Belvoir Ranch purchase). Following discussions about possible new businesses, confirmed new businesses, variances, and postings of legal land use changes, Matt wrapped up his presentation and urged everyone to contact the Planning Office regarding any questions they may have. Everyone agreed this was a very informative meeting allowing us an interesting glimpse into the planning processes and future of our community of Cheyenne.

Respectfully submitted by,

Pat Newbern
Secretary



PRES TALK

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This school year our chapter was able to provide two scholarships to students attending the University. Our primary scholarship has been named the Vicki Carol Memorial Scholarship in honor of one our long time members who was deeply involved in RM education. To get more information about the program, please visit the scholarship page on our website at URL: <http://armawyoming.org/scholarship.htm>.

Our annual Records Management seminar is scheduled for the end of February 2007. We will be sending out more information in

November or early December. Each year we try to find a current topic that will meet the needs of most of the Wyoming records management community. If you have any topics you feel would benefit our members, please let me know. Our members who are attending the Conference in San Antonio will be looking for someone we will be able to bring in for our workshop. If you have any suggestions about topics that would be of value to you, please let me know. Your suggestions will help us better identify the most relevant topics.

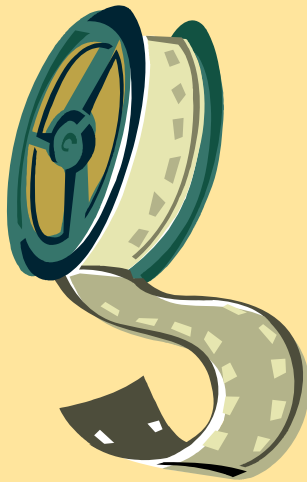
Last month I told you that our Board had started a shadow program to help prepare you to

be a member of the WY ARMA Board. Sometimes a person would like to serve on the Board, but they are not sure what is expected of them and how much time would be required. The shadow program is designed to allow you to learn what a specific position requires without having to completely commit until you have learned more about the position. If you're interested in checking out this program, please contact any of our Board members. We would be glad to explain more about the Board and what is expected.

Have a great Fall season.

Rich Wilson
President





BASIC MICROFILMING WORKSHOP

Kodak Reliable Imaging/Micrographics Seminar

Presented by Tom Bruno & John Britton

October 11, 2006, 9:00 a.m. to 2:00 p.m.

Barrett Building Multi-purpose Room

2301 Central Avenue

Cheyenne, WY

This is a basic workshop which will explain all of the details relating to microfilm.

The major topics covered in this seminar include:

The History of Microfilm

How Microfilm is Made

The Basic Elements of the Micrographics System

Definitions

What Happens When You Film a Document

Processing the Image

Dark Room Operations

Can Analog and Digital Imaging Co-Exist?

Duplication and Duplicating Microfilms

Lunch will be provided and space is limited.

RSVP by Friday October 6, 2006.

Contact: Tony Adams, CRM

Wyoming State Archives

(307) 777-7035

tadams@state.wy.us

ARMA International Conference October 22nd – 25th



If you haven't started to plan for the International Conference in October, now is the time to start. This year our conference is in San Antonio, Texas, from October 22nd – 25th. For more information and to register, please visit URL: <https://www.arma.org/conference/2006/index.cfm>. The theme for this year's conferences is: "The Business of Managing Records and Information."

Have you asked yourself; "Are my records and information being managed consistently and effectively throughout the organization? Are we up to date on the latest technologies and best practices? Are our RIM, IT, legal, and compliance units working together on e-mail management and electronic records management in general?" These are the areas which will be the primary focus of the conference. I would encourage as many members as possible join me as we work on the answers to these and other questions. This year, during the poster session, one of our members, Janie Wait, CRM, will be presenting "Media Mix Evaluation."

The conference will feature more than 90 educational events in four major tracks:

- Business of Managing Information as Assets
- Legal & Compliance
- Information Technology

Career Development

If your IT staff is able to join you at Conference, this will be a great opportunity to start or continue the dialog which will equip your organization to manage your records. Each year more and more Information Technology professionals are attending the conference and finding that ARMA is as important to them as it is to the RIM professional.

There are a number of pre-conference workshops and special workshops during the conferences which focus on current issues. These workshops fill up rapidly, so it is important to plan ahead. The cut-off for early registration is September 9th. After that date, the cost will go up \$150. If you have any questions about the conference, please contact me.

Rich Wilson

President, Wyoming Chapter ARMA International

2301 Central Ave

Cheyenne, WY 82002-0001

Phone: 307-777-5586 Fax: 307-777-7044

Preparing for the CRM Examination - A Handbook

Institute of Certified Records Managers

April 2002

Section 3 - Sample Examination



**Part 2
RECORDS CREATION AND USE**

- 1. An advantage of the box design in forms is that it:**
 - a. saves space.
 - b. eliminates the left margin.
 - c. reduces the need for multi-part forms.
 - d. costs less.
 - e. allows for larger captions.

- 2. Using special bar codes on return envelopes serves to:**
 - a. ensure reply return.
 - b. identify contents for speed sorting.
 - c. aid in tracking delivery.
 - d. monitor response time.
 - e. prevent use of the envelope for personal mail.

- 3. Upward communication can assist the RIM manager by:**
 - a. minimizing inaccurate information.
 - b. maximizing honesty of the employees.
 - c. increasing competition between units of equal status in the RIM department.
 - d. alerting management to potentially promotable employees.
 - e. decreasing competition between all units of the RIM department.

Answer Key: 1) a 2) b 3) d

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<http://www.armawyoming.org>
October 2006



*CONTRIBUTIONS OR GIFTS TO
THE ASSOCIATION OF RECORDS
MANAGERS & ADMINISTRATORS, INC.
ARE NOT DEDUCTIBLE AS CHARITABLE
CONTRIBUTIONS FOR FEDERAL
INCOME TAX PURPOSES.*

Websites of interest:

For weather information:
<http://www.weather.com>

For Wyoming Road Information:
<http://www.wyroad.info/index.html>

For Wyoming Facts of Interest:
http://wyoming.gov/state/wyoming_news/general/general.asp

To check out other ARMA Chapters:
<http://www.arma.org/about/chapters/index.cfm>

Wyoming Chapter of ARMA
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