



Season's Greetings



Board of Directors

President/Webmaster
Donna Crock

Vice-President
Vicci Carter

Treasurer
Kristy Anderson

Secretary
Ramona Christensen

Membership
Debbie Lathrop

Programs
Wendy Kinkade

Education
Ann Halter

Public Relations
Kathy Murphy

Chairman of the Board
Jess Sheely

Newsletter
Rich Wilson



Chapter Christmas Party!!

You are invited to the Wyoming ARMA Chapter Christmas Party.

When: Friday December 7, 2001

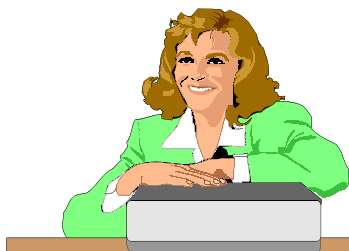
Time: 6:00 p.m. to ?

Where: Dale and Dolores Crock's, 3422 Warren Avenue Cheyenne, WY

Dinner and entertainment will be provided by the chapter. Bring a guest and enjoy a festive evening.

If you are able to provide non-perishable items to donate to Needs please bring them to the party.

Please RSVP to Dolores Crock by 5:00 p.m. on December 4th. Phone: 635-1579

Pres Talk...

First I would like to express my condolences to Tony Adams and his family for the loss of his wife Julia this past month. Our thoughts and prayers are with you. Tony and Julia have been very active with ARMA activities and have supported the organization tremendously. Julia was a charter member of ARMA International in Denver. The chapter has made a contribution to the Cheyenne Animal Shelter Building Fund in memory of Julia.

Our next chapter meeting is the Christmas Party, which is scheduled for December 7th at 6:00 p.m., so mark your calendars for a festive evening and make sure you bring a guest. We are asking members to bring non-perishable goods to be donated to Needs.

The board has approved a \$50 donation to the Empty Stocking Fund for the annual charitable contribution. Money raised helps provide food baskets for those in need this Christmas season. We will also be sending a \$25 contribution to Carbon County Memorial Hospital Auxiliary and \$25 to Saint Vincent DePaul, which distributes food to the needy in Carbon County at the request of Alice Garvin, chapter member in Rawlins.

The February seminar arrangements are on their way. Thank you to Kristy Anderson and the seminar committee, Wendy Kinkade, Ramona Christensen, and Vicci Carter for all your hard work so far. The seminar is scheduled for February 7, 2002. The speaker will be Tomas Lipinski with the topic being "Ethical and Legal Issues on the Web".

News from ARMA International Headquarters.

Melanie Edens has assumed the member services coordinator position in the Member Services

Department at ARMA International. Melanie will be the primary contact for member relations and public inquiries. She will also be a staff liaison for membership recruitment and retention and assure the accuracy of ARMA's electronic membership database. She can be reached at medens@arma.org.

Carrie Leroux is the new administrative assistant for the Education Department. Carrie will be administering ARMA Home Study courses, coordinating the collection and dissemination of ARMA educational offerings, and maintaining databases and other records regarding the education department. She can be reached at cleroux@arma.org.

Decisions of the Board: Timing of Incorporation Revisited

After receiving input from individuals and member groups regarding the incorporation of the Strategic Information Institute, the ARMA International Board of Directors met via conference call on November 5 to go over the timing of the incorporation of the Institute. Following extensive discussion the board voted 9 to 5 against a motion to postpone the incorporation of the Strategic Information Institute from November 16 to February 15, 2002.

Voting ballots for the upcoming ARMA International officer elections are currently being mailed out to all ARMA members. To view the candidate brochure go to ARMA's Web site at www.arma.org; just click on the Candidate Information link on the home page. If you do not have access to the Web site or would like a copy mailed to you, contact Connie Hardy at (888) 299-4094 or via e-mail connieh@arma.org. Ballots must be returned with a postmark of no later than January 15, 2002. Don't forget to vote.

Last of all I would like to wish everyone a happy and safe holiday season. I hope to see you at the Christmas party.

Donna

**WYOMING CHAPTER
Association of Records Managers & Administrators
Holland & Hart; Cheyenne, Wyoming
Board Meeting Minutes
October 23, 2001, 11:30am**

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

Minutes: Rich Wilson, seconded by Kristy Anderson, moved to approve the September 25, 2001 Board meeting minutes as presented. Motion carried.

Treasurer's Report: Kristy Anderson presented the October 2001 Treasurer's Report showing a balance of \$12,953.96 which includes term share accounts. Vicci Carter, seconded by Ramona Christensen, moved to approve the report as presented. Motion carried.

COMMITTEE REPORTS:

Education: Donna Crock reported that Northern Wyoming Community College Financial Aid Office requested information on our scholarship. Donna plans to ask Ann Halter to forward this information to them.

Membership: Jess Sheely gave an update on membership, reporting that there are 30 members in the Wyoming Chapter.

Membership Committee Report: Kristy Anderson reported that the membership committee decided to target Health and Family Planning, Board of Public Utilities, Laramie County Library and Youth Alternatives for the next Chapter meeting. Debbye Lathrop plans to revise the letter to these organizations. Wendy Kinkade will sign the letters. Kristy mentioned that the committee also plans to target other groups in the future.

Newsletter: Rich Wilson needs any information for the next newsletter by Friday, October 26.

Programs: Wendy Kinkade announced that Bill Hein, Director of the Cheyenne Animal Shelter, will be the guest speaker at the next Chapter meeting to be held at Lexie's on Thursday, November 8. Wendy plans to reschedule a tour of the Magic City Recycling Center for the January Chapter meeting.

Public Relations: Donna Crock spoke with Kathy Murphy earlier today. Kathy contacted the Hitching Post to check on room rental for the Chapter Meetings. She is waiting for the Hitching Post to return her call. Donna mentioned that Kathy should put the next Chapter Meeting in the newspaper.

Web Site: No report.

OLD BUSINESS:

Retention Schedule: Tabled until November Board Meeting.

Chapter Brochure Update: Vicci Carter is working on updating the brochure. She plans to have the brochure done later this week.

Report on ARMA International Conference: Donna Crock asked if anyone had any questions on the ARMA International "Decisions of the Board" Board of Directors Meeting on September 28, 2001. which she had previously e-mailed to the board members. Donna reported that this board voted to expand the scope of the current Strategic Information Management Week (SIMW) from a week-long event to one that is celebrated over the complete month of April (SIMM). SIMM was previously NRIMW (National Records Information Management Week). Donna also distributed handouts from the Region Leadership Meeting on how to conduct board meetings with suggestions on the agenda, proposing and handling motions, pointers about minutes, sample minutes, duties of the presiding officer, committees, boards and rules and procedures for boards.

NEW BUSINESS:

February Seminar: Kristy Anderson volunteered to chair the seminar. Kristy has contacted Tomas Lipinski to be the guest speaker for the seminar. Mr. Lipinski plans to speak on "Ethical and Legal Issues on the Web" to be held on February 7. Vicci Carter volunteered to contact vendors and hotel. Wendy Kinkade also plans to help. Kristy plans to contact Mr. Lipinski this afternoon to firm up the date for the seminar.

December Board Meeting Date: The December Board Meeting has been rescheduled for Tuesday, December 18.

Christmas Party Update: Donna Crock volunteered to have the Christmas Party at her house on Friday, December 7. Details will follow.

By-Laws Update: Donna Crock distributed a handout on Bylaws. The mission statement needs to be incorporated into our Chapter Bylaws. Jess Sheely volunteered to review the Bylaws. A draft proposal will be prepared by Jess and routed to the Board members by May, 2002.

Meeting was adjourned at 12:53pm.

Submitted by,

Ramona Christensen
Chapter Secretary

**Association of Records Managers and Administrators
Chapter Meeting
November 8, 2001
Lexie's Café, 216 East 17th Street, Cheyenne, WY**

Members Present: Kristy Anderson, Vicci Carter, Ramona Christensen, Dolores Crock, Donna Crock, Lesley Espinosa, Ann Halter and Wendy Kinkade

Guests Present: Gil Sanchez, Environmental Health Patsy Flores, Weed and Pest Control
Deana Widauf, Housing and Community Development Kim Sutton, State Engineers Office

Speaker: Bill Hein, Director of the Cheyenne Animal Shelter

Donna Crock opened the meeting by welcoming everyone in attendance. Each person introduced himself or herself. Donna introduced the guest speaker, Bill Hein.

Bill noted that the Cheyenne Animal Shelter takes in over 500 pets per month or approximately 6,000 per year. The animals include dogs, cats, rabbits, ferrets, iguanas, birds, a tame raccoon and a 7-foot python. To keep track of the animals in the shelter, they use the Petware software tracking system. The animal shelter received this software program free of charge. However, the ASPCA was hired to redo the system to standardize the software and hardware to update the system to work more efficiently. With the recent fire at the shelter, they want to design the program to be prepared for disasters in the future. The Cheyenne Animal Shelter is a non profit organization which was started in 1979. Prior to 1979, the facility was the Municipal Pound.

Bill stressed several key questions for adopting a pet. Among them were: Where are you going to be in 6 years? Many people move to other places and can't have pets. Bill mentioned a story on a python that the shelter acquired. The calico python was finally given to Reptile Gardens in Rapid City, South Dakota. It has grown to 20 feet long now. The primary goal for the shelter is to save lives. If the pet stays healthy, they try to keep the pet until it is adopted. The shelter has approximately 150 adoptions a month. There are a few dozen for breed rescue groups in cities in the area including Denver and Loveland that take the animals to the veterinarian and try to find homes for the pets. Only 3 to 5 pets have tags out of the 200 pets brought to the shelter each month. Bill mentioned that the shelter has a scanner for chips for pets, which can identify the owner and their address. The cost for the chip installation is \$25.00 and another \$25.00 for registration. Certain companies have this service. However, you must remember to update the registration with the company when you move. Bill announced that the shelter is now in the process of implementing a national recovery system tag with an 800 number for \$5.00.

The shelter euthanizes approximately 150 animals per month.

The shelter interacts with the pets. The staff and volunteers will take the pets for walks. The majority of the animals are 1 to 3 years old. Many pets are turned in to the shelter because they became a nuisance for the owner. The primary issues for the shelter are to preserve the health, to socialize with the animals and overcrowding is the last issue. Bill stressed the importance of spaying or neutering your pet. An animal is 3 times more likely to bite if it is not fixed. In addition, the presence of tumors is more likely. The animals will also get along better with children if they are fixed.

Submitted by,

Ramona Christensen
Chapter Secretary

ARMA Loses Founding Member

Julia A. Adams, one of the driving forces in the establishment of our Wyoming Chapter, passed away on November 17th. She was born March 10, 1931, in Pender, Nebraska, and had lived here since 1966 with prior residence in Buffalo, Rancharter and Sheridan. She graduated Valedictorian from Rancharter High School in 1948. She attended Colorado State University and the University of Wyoming. Julia was acting director of Archives, Museums and Historical Department for 8 months and State Archivist and Director of Wyoming State Archives from 1966-1992. She was appointed by Governor Ed Herschler to the Wyoming Commission for women. Julia was a member of the Unitarian Universalist Church of Cheyenne, Cheyenne Visual Arts Association, Wyoming Public Employees Association, charter member of ARMA International in Denver and Cheyenne, was active in the Wyoming Legislature, president of Laramie County Citizens for Mental Health, carried primary responsibility for setting up and operating the First Shelter in Wyoming for Battered Women and children which Julia called Grandma's Safe House, co-chaired the State Coalition for Passage of the Equal Rights Amendment and was recipient of the Service to Mankind Award from Sertoma Club. Julia is survived by her husband, Tony Adams of Cheyenne whom she married in 1992; a daughter, Julie A. Buckles of Cheyenne; a brother, Robert Lyman of Yukon, Okla.; and three grandchildren.

Our condolences to Tony and his family. Friends may contribute to the Cheyenne Animal Shelter.

**WYOMING CHAPTER ARMA
TREASURER'S REPORT
November 2001**

Date	Check No.	Description	Revenue	Expense	Balance
10/23/01		Beginning Balance			\$2005.73
10/17/01	893	ARMA Midwest/Rocky Mtn. Region Fund		15.00	
10/23/01	894	Donna Crock - reimb. for conference expenses for meals/shuttle		136.03	
11/18/01	895	Lexie's - lunch for speaker		7.16	
11/14/01	896	Donna Crock - reimb. for conference hotel expense		814.35	
11/19/01	897	Cheyenne Animal Shelter - donation in memory of Julia Adams		50.00	
11/21/01	Deposit	Chapter dues for Hruby, Espinosa, Garvin, Wilkins	60.00		
		Total Revenue	\$60.00		
		Total Expenses		\$1022.54	
		Ending Balance 11/27/01			\$1043.19

Balance Checking Account 11/27/01: \$ 1043.19

Balance Term Share Account #4322: \$ 5493.19

Balance Term Share Account #4396 \$ 5260.12

Share Savings Account \$ 194.92

Total Ending Balance 11/27/01 \$11,991.42

Prepared By:

Kristy B. Anderson, Treasurer
Wyoming Chapter of ARMA

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Websites of interest:

For weather information: www.weather.com

To refine a search: www.infoseek.go.com

For surfing assistance: www.about.com

For net newbies: www.suite101.com

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