



# The Western RIM

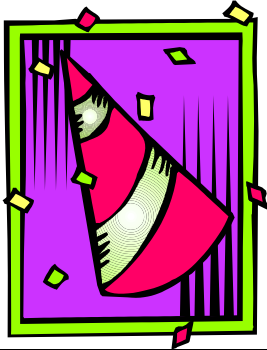


Newsletter of the Wyoming ARMA Chapter

[www.armawyoming.org](http://www.armawyoming.org)

JAN 2002

## Happy New Year!!



### Board of Directors

President/Webmaster  
Donna Crock

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Wendy Kinkade

Education  
Ann Halter

Public Relations  
Kathy Murphy

Chairman of the Board  
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Newsletter  
Rich Wilson

### January Chapter Meeting

**When:** January 10, 2002

**Time:** 11:30 p.m. – 12:30 p.m.

**Where:** 2600 Missile Drive, Cheyenne, WY



**Program:** Tour of  
Magic City Recycling  
Center

Mr. Bill Cushing will be conducting the tour. He has been working for Magic City since 1989. Mr. Cushing is the Contract Manager and is in charge of all recycling and custodial contracts. The tour will give users of Magic City's services an opportunity to see how their obsolete records are recycled.

Lunch will be on your own.

**Please RSVP to Wendy Kinkade by Noon on January 9<sup>th</sup>.**

e-mail: [wkinkade@cheyennecity.org](mailto:wkinkade@cheyennecity.org) or phone: 637-6329.

## Pres Talk...

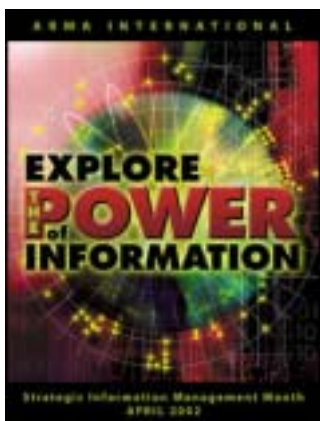


**H**appy New Year!!! I hope

everyone had a safe and happy holiday. Thank you to Dolores and Dale Crock for hosting this years Christmas party. Everyone had a wonderful time and enjoyed the food and the music performed by the SEO trio.

Our next chapter meeting will be the Magic City Tour scheduled for January 10, 2002. You are encouraged to bring a guest.

The February seminar arrangements are well on their way. The seminar is scheduled for February 7, 2002. The speaker will be Tomas Lipinski with the topic being "Legal Issues on the Web". So mark your calendars for this educational seminar.



Strategic Information Management Month is scheduled for April 1 - 30, 2002. SIMM, formerly known as National Records and Information Management Week, will now celebrate for one full month the value of protecting vital information. This international event emphasizes the impact that records and information management has on global business. It also provides information managers with more

opportunity to promote the profession within their communities and throughout the world. If you have comments or suggestions regarding SIMM you can contact Bob Tillman, Director of Public Relations and Advocacy ARMA International at (888) 298-8219 / (913) 217-6006 or [btillman@arma.org](mailto:btillman@arma.org).

Headquarters is enlisting our help to update your member email addresses. I encourage you to go online to member resources and update your information if you have not done so. Headquarters reports that there have been an increasing number of email bounce-backs, and they would appreciate your help. It is important to keep your

information updated in order to receive information from ARMA International. To access ARMA Member Resources go to the following web link: <http://www.arma.org/members/index.cfm> Enter your member id and password. Click on Update My Profile. You can also use this resource to search for other members, access the Information Management Journal articles, and much more.

May your new year be filled with peace and happiness!!!  
Donna

## Wyoming Chapter of ARMA

### February 7, 2002 Seminar

Co-sponsored by the Wyoming State Archives  
"LEGAL ISSUES ON THE WEB"

presented by Tomas A. Lipinski - Mr. Lipinski currently researches and teaches in the areas of information law, policy and ethics, and serves as Co-Director of the Center for Information Policy Research at the University of Wisconsin, Milwaukee.

The seminar is from 8:00 a.m. to 4:30 p.m. at:

Little America Hotel  
2800 West Lincolnway  
Cheyenne, WY 82009  
(307)-775-8400

There will be a free vender show with this seminar.

For registration information and additional information on the seminar you can visit the following web page:  
<http://www.armawyoming.org/Feb2002Sem.htm>

Mail-In Fee for Seminar - \$100

Mail-In Student Fee (with current Student ID) - \$55  
Payment or P.O. required at time of registration.

If you have questions or special needs, call or e-mail:

Kristy Anderson (307) 637-6346

[kanderso@cheyennecity.org](mailto:kanderso@cheyennecity.org)

or

Wendy Kinkade (307) 637-6329

[wkinkade@cheyennecity.org](mailto:wkinkade@cheyennecity.org)

**WYOMING CHAPTER**  
**Association of Records Managers &**  
**Administrators**  
**Holland & Hart; Cheyenne, Wyoming**  
**Board Meeting Minutes**  
**November 27, 2001, 11:30am**

**Members Present:** Vicci Carter, Ramona Christensen, Donna Crock, Ann Halter, Wendy Kinkade, Debbye Lathrop, Kathy Murphy, Jess Sheely and Rich Wilson.

**Minutes:** Ann Halter, seconded by Vicci Carter, moved to approve the October 23, 2001 Board meeting minutes and the November 8, 2001 Chapter meeting minutes as presented. Motion carried.

**Treasurer's Report:** Donna Crock presented the November, 2001 Treasurer's Report showing a balance of \$11,991.42 which includes term share accounts. Vicci Carter, seconded by Rich Wilson, moved to approve the report as presented. Motion carried. Donna mentioned that one of the Term Share Accounts is up for renewal in January. Since the cash flow in the regular checking account is only \$1043.19, the board may have to decide whether or not to renew this Term Share.

The Escrow Direct Deposit – January 1, 2002 – Kristy Anderson has arranged to have the monthly escrow check from ARMA International to be directly deposited in the regular checking account effective Jan 1, 2002.

Memorial for Julia Adams to Cheyenne Animal Shelter – Our chapter has donated \$50.00 to this memorial.

#### **COMMITTEE REPORTS:**

**Education:** Ann Halter announced that she will be sending out the letters to the community colleges on our scholarship after January 1, 2002.

**Membership:** Donna Crock gave an update on membership, reporting that there are 31 members in the Wyoming Chapter.

**Membership Committee Report:** Wendy Kinkade announced that she has contacted several prospective members to attend our Chapter meetings. The committee continues to work on the recruitment.

**Headquarters Marketing Opportunity – Prospect List – November 28 Deadline:** Debbye Lathrop reported that Kristy Anderson has prepared a list of 25 prospective members to e-

mail to ARMA International Headquarters. Donna Crock will help convert the list of addresses to be sent.

**Newsletter:** Rich Wilson needs any information for the next newsletter by Friday, November 30. Rich has updated the list of all members to receive the newsletter.

**Programs:** Wendy Kinkade noted that our December chapter meeting will be the Christmas Party. The January chapter meeting will be the Magic City Tour.

**Public Relations:** Kathy Murphy plans to coordinate with Wendy Kinkade on our chapter meetings.

**Web Site:** Donna Crock announced that the newsletter is on the web site.

#### **OLD BUSINESS:**

**Christmas Party: – Time and Place – Non-Perishable Items for Needs???** Donna Crock announced that the Christmas Party is at the home of Dolores and Dale Crock on Friday, December 7, 2001 at 6:00pm. Please bring canned goods and/or non-perishable items to be donated to Needs, Inc. Donna and Dolores plan on an Italian menu. Rich Wilson, seconded by Jess Sheely, moved to approve the purchase of food for the party. Motion carried.

**February Seminar:** The February Seminar Topic will be “Ethical and Legal Issues on the Web”.

**Travel Costs for Speaker:** According to Donna Crock, the cost for the airfare for the speaker is approximately \$650.00. Wendy Kinkade plans to have a clause in the contract for the speaker if he does not show up that he will reimburse the ARMA Chapter for the airfare. As soon as the speaker sends our chapter proof of purchase of the airfare, the treasurer will issue a check for reimbursement.

**Printing of Brochures and Speaker items:** Wendy Kinkade distributed a copy of the brochure for the seminar. The Information Technology Section of the City agreed to print the brochure for the seminar. Wyoming State Archives plan to mail the brochures. Since the City and State Archives are helping with the seminar costs, the board agreed to let the persons attending from these agencies receive a discounted rate for the seminar. Until the actual costs are figured, the rate cannot be determined. Any comments concerning the brochure should be given to Kristy Anderson by the second week of December. The Seminar Committee will discuss the copying costs for the speaker's handout information.

**Cost of Seminar and Vendors:** After some discussion, the board decided to leave the cost of the seminar registration at \$100.00 per person and \$55.00 for students. Vicci Carter distributed a listing of potential vendors. The cost for the vendors will remain at \$125.00. Vicci has arranged for the seminar to be held at Little America, which includes the meeting room, setup for 10 vendors, guest room for the speaker, and a block of 25 discounted rooms for additional guests. She plans to sign the contract with them soon. The lunch will be a sandwich buffet.

**Retention Schedule:** Tabled until December Board Meeting.

**By-Laws Update:** Tabled until December Board Meeting.

**Chapter Brochure Update:** Tabled until December Board Meeting.

#### **NEW BUSINESS:**

**E-Mails from Headquarters – Are you receiving them?** Yes, the board members are receiving the e-mails.

**Charity for Christmas??** - Vicci Carter, seconded by Kathy Murphy, moved to approve a donation of \$50.00 to the Empty Stocking Fund and \$50.00 to an ARMA member in an outlying area (Carbon County) to donate to a charity of their choice. Motion carried. Donna Crock will contact Alice Garvin for the Carbon County donation.

Meeting was adjourned at 12:53pm.

Submitted by,

Ramona Christensen  
Chapter Secretary

## **Wyoming Chapter Association of Records Managers and Administrators Christmas Chapter Meeting December 7, 2001**

**Members Present:** Tony Adams, Ramona Christensen, Dolores Crock, Donna Crock, Ann Halter, Jess Sheely, Valerie Roybal and Rich Wilson

**Guests Present:** Bob Christensen, Dale Crock, Eric Crock, Fred Roybal, Shirley Sheely, Suzie Wilson and Tony Adams' sister, Donna

The Christmas Chapter meeting was held at the home of Dolores and Dale Crock. A delicious Italian dinner and dessert prepared by Dolores and Donna Crock was enjoyed by everyone. The SEO Trio (Becky Mathisen, Leah Bratton and Carol Lacy) performed several selections of Christmas music. Members and guests brought items to be donated to Needs, Inc.

Submitted by,

Ramona Christensen  
Chapter Secretary



## WYOMING CHAPTER ARMA

### TREASURER'S REPORT

**December 2001**

Date	Check No.	Description	Revenue	Expense	Balance
11/27/01		Beginning Balance			\$1043.19
11/28/01	898	Empty Stocking Fund - donation		\$50.00	
11/28/01	899	Carbon County Memorial Hospital Auxillary - donation		25.00	
11/28/01	900	Saint Vincent DePaul - donation		25.00	
12/07/01	901	Dolores Crock - reimb. for food for x-mas party		47.56	
12/21/01	Deposit	Deposit Chapter Dues for Baur, Widauf and Bomar @ \$15.00/ea.	\$45.00		
		Total Revenue	\$45.00		
		Total Expenses		\$147.56	
		Ending Balance 12/27/01			\$940.63

<b>Balance Checking Account 12/27/01:</b>	<b>\$ 940.63</b>
<b>Balance Term Share Account #4322:</b>	<b>\$ 5493.19</b>
<b>Balance Term Share Account #4396</b>	<b>\$ 5260.12</b>
<b>Share Savings Account</b>	<b>\$ 194.92</b>
<b>Total Ending Balance 12/27/01</b>	<b><u>\$11,888.86</u></b>

Prepared By:

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 Kristy B. Anderson, Treasurer  
 Wyoming Chapter of ARMA

**CONTRIBUTIONS OR GIFTS TO  
THE ASSOCIATION OF RECORDS  
MANAGERS & ADMINISTRATORS, INC.  
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CONTRIBUTIONS FOR FEDERAL  
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Cheyenne, WY 82002-3162*

*Copies and Paper provided  
by  
The Wyoming State Archives*

**Websites of interest:**

*For weather information: [www.weather.com](http://www.weather.com)*

*To refine a search: [www.infoseek.go.com](http://www.infoseek.go.com)*

*For surfing assistance: [www.about.com](http://www.about.com)*

*For net newbies: [www.suite101.com](http://www.suite101.com)*

***WYOMING CHAPTER OF ARMA  
ASSN. RECORDS MGRS & ADMIN INTL.  
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CHEYENNE WY 82003***