



Winter is here!!



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



November Chapter Meeting

When: November 8, 2001

Time: 11:30 p.m. – 12:30 p.m.

Where: Lexie's Café, 216 East 17th Cheyenne, WY

Program: Cheyenne Animal Shelter

Mr. Bill Hein, Director of the Cheyenne Animal Shelter will be speaking. The Shelter is in need of the following items: Garbage Bags (all sizes), Paper Towels, Cat Litter, Bleach, Stamps, Laundry Detergent, Dish Soap, Cat Toys, Fabric Softener, Newspapers, Dog Toys & Chews, Puppy & Kitten Food, Puppy and Kitten Formula, 8 1/2 x 11 Copy Paper, Canned Dog & Cat Food, and **Cash**. If you are able to provide any of these please bring them to the meeting. Thank you.

Lunch will be from Lexie's menu.

Please RSVP to Wendy Kinkade by 5:00 p.m. on November 6th.

e-mail: wkinkade@cheyennecity.org or phone: 637-6329.

Pres Talk...

I am back from the

ARMA International conference with travel plans being uneventful other than needing to be at the airport early. The attendance this year was around 1100 attendees. Much smaller than last years attendance of about 2700. There were around 500 cancellations and it was reported they might have about a \$345,000 loss. Unnecessary travel for ARMA International has been frozen for the rest of the year. What this means is leadership, staff and committees, Region Managers and Region Coordinators will not be able to travel as much and will be encouraged to find alternative meeting methods such as teleconferencing and e-mail to continue their work. The Region Leadership meeting generally held in June will now be held in July, 2002.

Jess and I stayed in touch during the conference and did some after session activities. Montreal is a unique city and has wonderful sites and fabulous food.

Once again the Big Sky Chapter shined at the awards and received the 2001 Website of the Year in the Small Chapter category. Congratulations to president Lynn Keller and the Big Sky chapter. The 2001 Newsletter of the Year in the Very Large Category was presented to the Metro Record - Twin Cities Chapter. Congratulations to President Danielle Rempel and the Twin Cities Chapter.

ARMA's changes towards the Strategic Information Management area have developed some decisions for Strategic Information Management Week (formally National Records Information Management Week). Effective immediately, the ARMA International Board of Directors voted to expand the scope of the current Strategic Information Management Week

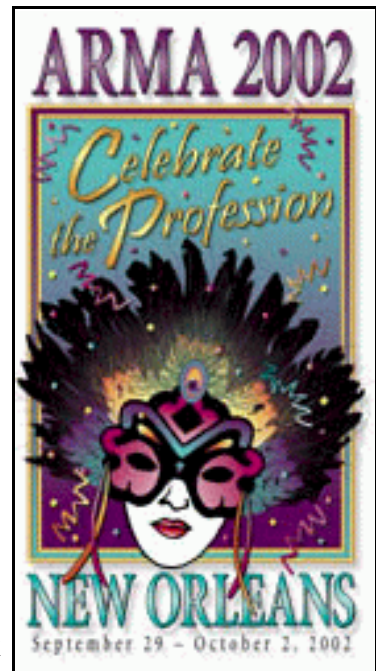
from a weeklong event to one that is celebrated over the complete month of April as Strategic Information Management Month. The intent is to encourage chapters and individuals to promote records and information management and its strategic value throughout the month of April. The Wyoming ARMA board is concerned that this will lose focus on the real intent of what is suppose to be accomplished and will concentrate on promoting this for a week as in the past.

Mark your calendars for next year. The conference will be held in New Orleans September 29th through October 2nd.

The Christmas Party for the chapter is scheduled for December 7th, so mark your calendars for a festive evening. More details will follow at a later time.

Our next chapter meeting will be November 8th with guest speaker Bill Hein, Director of the Cheyenne Animal Shelter. Hope to see you there.

Donna



WYOMING CHAPTER
Association of Records Managers & Administrators
Holland & Hart; Cheyenne, Wyoming
Board Meeting Minutes
September 25, 2001, 11:30am

Members Present: Kristy Anderson, Vicci Carter, Ramona Christensen, Donna Crock, Debbye Lathrop, Kathy Murphy, Jess Sheely and Rich Wilson.

Minutes: Kristy Anderson, seconded by Rich Wilson, moved to approve the August 28, 2001 Board meeting minutes and the September 14, 2001 Chapter meeting minutes as presented. Motion carried.

Treasurer's Report: Kristy Anderson presented the September 2001 Treasurer's Report showing a balance of \$12,789.70 which includes term share accounts. Vicci Carter, seconded by Ramona Christensen, moved to approve the report as presented. Motion carried. Kristy noted that the signature card is now changed to reflect the new board members authorized to sign on checks.

COMMITTEE REPORTS:

Education: No report.

Membership: Donna Crock reported that we now have a new member, Cindy Nelson from Rock Springs. Jess Sheely mentioned that we are giving Chapter pins to all new members. Donna distributed pins to Debbye Lathrop and Kathy Murphy. Rich Wilson will be presenting Cindy Nelson with her pin next week.

Newsletter: Rich Wilson announced that the newsletter is now on our web page. Simply click on the web site www.armawyoming.org on the home page under "News". Rich asked the board if we should continue to send the newsletter to other Chapters and to non-members. Jess thought we should continue to do so. However, the board decided it would be a good idea to have a notation in the newsletter if you do not want a hard copy of the newsletter to contact us. Rich also needs information for the next Chapter program this week for the next newsletter.

Programs: Kristy Anderson distributed a handout on program ideas for this year. The first Chapter meeting will be the Magic City Tour and Recycle Center to be held on October 11 at 11:30 am. No Lunch will be arranged for this meeting. The board also discussed various locations for upcoming Chapter meetings. Kristy will check into the possibilities for these meetings. Kathy Murphy volunteered to check with the Hitching Post regarding room charges.

Public Relations: Kathy Murphy plans to put an announcement of the next Chapter meeting in the local newspaper, the governor's bulletin, Trader's, Channel 5 Community Bulletin Board and Channel 19.

Web Site: Donna Crock discussed the retention of minutes on the web site. The board decided to keep the minutes permanently on the web site with current and archived minutes. Donna plans to rearrange this information on the web site.

OLD BUSINESS:

September 18 Denver Meeting: Jess Sheely reported that the meeting was canceled. Terry Coan, the guest speaker, could not attend due to a flight cancellation.

Membership Committee: Kristy Anderson will pursue this issue in the near future. She will contact the committee members at a later date. In the meantime, Vicci Carter plans to e-mail all records officers of various state agencies to invite them to our next Chapter meeting.

NEW BUSINESS:

Retention Schedule: Jess Sheely brought several boxes of records to distribute to the appropriate board members. The board decided to table this issue until the November board meeting in order to give the board members time to review their records.

Chapter Brochure Update: Vicci Carter distributed copies of our Chapter brochure. Vicci will update the Chapter officers on the brochure so Rich Wilson can distribute them to potential members next week at the Electronic Records Workshop. Additional changes will be done to the brochure at a later date.

Chapter Pins for Montreal: Donna requested permission to take Chapter Pins to the Montreal Conference. Vicci Carter, seconded by Debbye Lathrop moved to approve that Donna and Jess take pins to the conference in Montreal. Motion carried.

Donation to Red Cross: Kristy Anderson reported that our Chapter donated \$50.00 to the Red Cross "disaster relief" fund.

Meeting was adjourned at 12:50pm.
Submitted by,
Ramona Christensen
Chapter Secretary

**Wyoming Chapter
Association of Records Managers and Administrators
Chapter Meeting - September 14, 2001
Kick-Off Picnic**

Members Present: Jess Sheely, Rich Wilson, Tony Adams,
Dolores Crock, Vicki Carroll, and Donna
Crock

Guests: Shirley Sheely, Susie Wilson, Julia Adams, Dale
Crock, Tim Carroll, and Eric Crock

The fall Kick-Off Picnic was held at the home of Donna and
Eric Crock. Donna Crock donated the Hamburgers,
Bratwurst, Chicken, buns, condiments and plates, napkins
and utensils. Each member carried in a side dish.

Everyone reflected on the tragedies that have been
happening in our country and also showed their patriotism
by wearing red, white, and blue.

Submitted by:

Donna Crock
President

**Cooperative Ventures in Records and Information
Management** is presented by The Northern Colorado
Chapter of ARMA.

The Northern Colorado Chapter of ARMA's November
16th meeting will be held in Loveland, Colorado, at the
Loveland Public Library, 300 North Adams Avenue. The
meeting will be from 1:00 p.m. to 5:00 p.m. and cost is
thirty-five dollars for ARMA members and forty-five
dollars for non-members. The presenters and topics are:

Molly Davis, CRM CMC, *The 2001 Municipal Records
Retention Schedule: From Concept to Reality.*

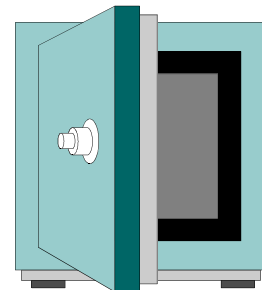
Duncan McCollum, *Archives & Records Management:
Peas in a Pod.*

Andy Paratore, *Records Management and the IT
Department.*

For further information and reservations please contact
Vicki Lucero at vlucero@larimer.org or 970-498-777
prior to November 9th.

Food for Thought:

According to the Gartner Group (an Information
Technology consulting firm), two out of five
enterprises that experience a disaster will go out of
business within five years. This is due to the lack of
disaster planning. One of the reasons for an enterprise
going under is a lack of a good records management
program which identifies the enterprise's vital records
and has a plan to store copies of these records off site.
Digital records can be even more vulnerable. As
demonstrated in the destruction of September 11th,
backups of systems stored onsite are of no value if the
facility is lost.



WYOMING CHAPTER ARMA

TREASURER'S REPORT

October 2001

Date	Check No.	Description	Revenue	Expense	Balance
9/18/01		Beginning Balance			\$2005.73
		Total Revenue	\$0.00		
		Total Expenses		\$0.00	
		Ending Balance 10/23/01			\$2005.73

Balance Checking Account 10/23/01: \$ 2005.73

Balance Term Share Account #4322: \$ 5408.60
Interest Earned 84.59 \$ 5493.19

Balance Term Share Account #4396 \$ 5260.12
Interest Earned 79.09
Transferred to Share Savings <79.09> \$ 5260.12

Share Savings Account 115.25
Transferred from Acct. #4396 79.09
Dividend Credit .58 \$ 194.92

Total Ending Balance 10/23/01 \$12,953.96

Prepared By:

Kristy B. Anderson, Treasurer
Wyoming Chapter of ARMA

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

*Postage provided by
Holland & Hart
2515 Warren Avenue, Ste 450
Cheyenne, WY 82001-3162*

**Copies and Paper provided
by
The Wyoming State
Archives**

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

*Wyoming Chapter of ARMA
Assn. Records Mgrs & Admin Intl.
PO Box 474
Cheyenne Wy 82003*