

2007-2008 Great Northwest Region of ARMA's Chapter Programs

Bellevue-Eastside Chapter

September, 2007 – **Security Forensics and Records Management** by David Matthews – City of Seattle, Information Security Office

October, 2007 – recap of the 52nd Annual ARMA International Conference

November, 2007 – **The Future of RIM** – Recent Graduates in Archives and Records Management view of the field and our future by Josh Zimmerman and Leslie Schuyler

December 2007 – No meeting

January, 2008 – **Project Management for Records Managers** by Dominic Lepore, Terrapin Consulting

February, 2008 – **Litigation Holds**, panel presentation by Patty Holmquist, King County Archives and Records Management and Sharon Burnett, Vulcan Inc.

March, 2008 – **Getting Management Notice of RM** by Peter Frix, Frix Technologies

April 2008 – no meeting due to Region Conference

May, 2008 – Joint seminar with Greater Seattle. **Disaster Recovery Workshop** by Gail Ann McCreary from Mississippi Power and Energy and Jennifer Winkler, City of Seattle

June, 2008 – **Sharepoint and ECM** by David Hughes, Clearview Corp.

Boise Valley Chapter

September, 2007 - **The Federal Courts, Transition from Paper to Electronic Records** by Cameron Burke, Court Executive, Federal Bankruptcy Court, Boise, Idaho.

October, 2007 - **Idaho Statewide Trial Court Automated Records System (I-STARS)** by John Peay, Director of Information Systems & Julie Cottrell, I-STARS Coordinator, Boise, Idaho

November, 2007 - **New Tools & integration/SharePoint 2007** by Joel Fish, Account Exec.-Microsoft, EMC Global Services.

December, 2007 - Holiday Social - **Tour of Idaho Historical Society & Idaho Botanical Gardens.**

January, 2008 - **SharePoint Implementation and Documentum Integration** by Chris Chung, Practice Lead, EMC Microsoft Portal & Collaboration Group.

February, 2008 - **Strategic Planning for Your Chapter/Team Building & Boss's Night** by Rick Weinholdt, consultant and former Manager of the National Archives Federal Records Centre in Winnipeg. Rick shared his knowledge of the field of records

and information management with the members. Rick is a past ARMA International President.

March, 2008 - ***ARMA-CRM-How to Become a Certified Records Manager***

By a panel of Boise Valley Chapter CRM's presented information on the various stages involved in earning your CRM including Dave McDermott, CRM, Charmaine Brooks, CRM, Bruce Walters, CRM, Doug Davis, CRM, Scott Swanson, CRM and Debi Martin, CRM.

April, 2008 - ***The Challenges of Preserving Boise City's History*** by Tully Gerlach, Boise City Historian, Boise, Idaho

May, 2008 - Chapter Visit-Fran Blaylock, GNW Region Coordinator. Elections held and Awards presented

June, 2008 - Joint Meeting-ARMA and AIIM including three speakers on:

Secure Content Management Systems in the State of Idaho - Terry Pobst-Martin, Cyber Security Officer for the State of Idaho, Boise, Idaho

State of Content Management in Idaho - Robert Nelson, Crown Partners, Englewood, CA.

Records Management Approaches & Solutions - Miles Merwin, Crown Partners, Dayton, OH.

Columbia Basin Chapter

September, 2007 - ***Fundamentals of RIM*** by Bruce Walters, CRM.

November, 2007 - ***Computerized Medical Records at Kadlec Health System*** by Dave Roach.

January, 2008 - ***Living Your Life on Purpose*** by Rick Martinez.

March, 2008 - cancelled due to low advance sign-ups.

May, 2008 - ***Electronic Records: What it Takes to Implement a Successful System*** by Mary Rose Kerg of Bonneville Power's RIM Program.

Greater Seattle Chapter

September, 2007 - ***Future of Records and Information Management*** by a panel consisting of Barbara Benson, University of Washington; Kyle Stannert, City of Bellevue; and Tim Westhoff, Sharebuilder.

November, 2007 - ***The Federal Rules of Electronic Discovery: Is Your Records Management Program Ready?*** By Charlene Brownlee, Davis Wright Tremaine LLP

December, 2007 - ***Change: A Balancing Act*** by Jane Hershman, National Records Manager at Perkins Coie, LLP; and Leslie Malek, Pacific Alaska Region of the National Archives & Records Administration (NARA)

January, 2008 - **Implementing Enterprise Content Management (ECM) at the City of Mt. Vernon WA** by Rick Prosser, City of Mt. Vernon

February, 2008 - Webinar: **Federated Search, Retention Management, and E-Discovery** by Brian Dirking, Oracle.

March, 2008 - **Digital Records Recovery: The What, Where, When, Why and Most Importantly How?** by David Matthews, CISSP, GSEC, CISM, City of Seattle

May, 2008 - **Disaster Recovery Lessons Learned from Katrina and Recovery Techniques** by Gail Ann McCreary, Mississippi Power and Energy

June, 2008 - Meeting was canceled due to low registration.

Oregon Chapter

September, 2007 - **Public Records Requests – OR SB 554** by Therese Bottomly, Managing Editor of the Oregonian. The Oregon legislature has revised the statutes that outline governments' responsibilities in responding to public records requests. Ms. Bottomly brought her perspective as a journalist to bear on this subject.

October, 2007 - CANCELLED

November, 2007 - **Project Management** by Tary Carlson, Project Manager, Ethos Development, Inc. Tary Carlson, a Project Manager with over 10 years of experience managing construction projects in the public and private sector, provided attendees with an overview of project management and with the tools they can use to manage their records projects.

December, 2007 - **Retrospective on the Oregon Chapter and the RIM Profession & Christmas Social** by Cheryl Dorman, VP, Facilities for the Oregon Chapter. A trip down memory lane through pictures and artifacts of the Oregon Chapter and a retrospective on the profession, generally. Attendees shared memories (some longer than others) of life in the records lane over the years.

January, 2008 - **The Building Blocks to ERM Success: Enterprise E-Doc Systems Implementation** by Bruce Schinkelwitz, President, Foundational, Inc. Bruce has distilled his varied experiences implementing ERM solutions as an archivist, Records Manager, and consultant into a holistic approach to planning a successful implementation. He shared his insights on how clients and vendors can best work together, emphasizing the importance of being prepared by understanding the concepts and functionalities of ERM systems and fully scoping out your organization's needs.

February, 2008 - **The Oregon Identity Theft Protection Act of 2007** by Diane Childs, OR Department of Consumer and Business Services. The 2007 law is specific on the requirements for Oregon businesses regarding their obligations to ensure the safety of the personal information they gather and maintain. Ms. Childs also offered valuable tips for private citizens to safeguard their identities and how to recover from identity theft.

March, 2008 - **Preserving Microfilm and Testing for Vinegar Syndrome and Oxidation** by Kevin Keene, CDIA, Integra Information Technologies. Kevin discussed and demonstrated the most common causes of deterioration of microfilm manufactured

before 1970. Attendees learned how to identify and prevent vinegar syndrome and oxidation.

April, 2008 - GNW Region Conference; no regular Chapter Meeting

May, 2008 - **Annual Meeting**. End of year celebration and recap, as well as the installation of the 2008-09 Board. Iron Mountain graciously hosted this annual event, generously providing a wonderful luncheon. The meeting was very well attended and all participated in a lively and fruitful discussion about the upcoming Chapter year. The meeting was free of charge to all attendees.

Puget Sound Chapter

September, 2007 - **Advanced Electronic Records Retention** by: Nicole Smith, CRM. This presentation covered how to identify electronic records in an organization; including how to communicate with IT regarding classification of such records. Different scenarios were discussed; addressing the rolling out of an electronic records retention policy and how to communicate its procedures throughout an organization.

October, 2007 - **Records Management from the Ground Up. Let's play ball!** by Christy O'Flaherty, Deputy City Clerk for the City of Tukwila. Christy presented a "game plan" she developed for winning at records management. Her baseball themed presentation covered each facet of records management one base at a time, in a linear fashion, to achieve success.

November, 2007: **Annual Holiday Auction**. No educational content was offered this month, however we did raise funds to support our chapter, the scholarships we offer, and for the Tone Center.

December, 2007 - **Strategies on Managing Email as Records: How to Get Started and Some Typical Approaches** by Sean Fitzpatrick, Principal, RKO Business Solutions, Inc., Vancouver, B. C. Sean's presentation covered such questions as: Why do we have so much email? How much of our email holds any value? What are the typical approaches to managing email? What are the key success factors for these projects? How can I get started?

January, 2008 - **The Intergenerational Workplace: What Does This Have to Do with Records Management?** by Dr. Jeffrey Wilson, The Boeing Company. This session focused on introducing participants to the generations theory, which engaged them in a discussion of their assumptions and experiences of each generation, and provided some insight into the coming workplace transformation based on the Strauss & Howe generations model.

February, 2008 - **NARA's Electronic Records Archives** by Bill Greathouse of the NARA Pacific Alaska Region Seattle Office. The National Archives and Records Administration (NARA) has been preserving electronic records, primarily databases, since the 1970s. Over the last 10 years, NARA's electronic records holdings have grown 100 times faster than holdings of traditional paper records. The possibility of losing electronic records is a critical problem that must be addressed. Mr. Greathouse discussed the projects history and outlined their plans for the future. His presentation also enlightened attendees about the various long-term electronic formats being investigated and/or endorsed by NARA.

March, 2008 - ***Using Business Processes, Events, Metadata and Rules to Manage Records*** by Michele Kersey. The influx of information into an enterprise continues to exceed human capacity to process, capture, and catalog it accurately and effectively. Demands for compliant knowledge and records management are driving businesses to examine the capabilities that automation can afford. This presentation explored how business process management (BPM) could be used to incorporate compliance steps transparently into existing organizational processes to capture, categorize and declare business records across the enterprise, creating time, saving money, and delivering consistency in records and compliance policy enforcement.

April, 2008 - In honor of RIM Month the chapter held an ***“Ask the Experts”*** roundtable discussion. Three chapter members, Eileen Harke, CRM, Joy Sage and Tracy Relic facilitated and monitored three topics; *“How do you apply retention to electronic records?”*, *“How does your company manage e-mail? What solutions or implementations are in the works?”*, and *“What system or process is being used to manage photos/images (regardless of format)?”* Those in attendance were given the opportunity to comment and hear suggestions from others on these issues. The comments and suggestions from this meeting were consolidated and distributed to all chapter members.

May, 2008 - ***MOSS 2007*** by Shadrach White, Chief Technology Officer for ImageSource. Mr. White compared MOSS to advanced ECM solutions, and addressed these questions: “Define Enterprise Content Management”, “How do MOSS and advanced ECM functionality compare?”, “What applications are appropriate for a pure MOSS implementation?”, “Where is the best place to manage your enterprise content?”, and “Where can the advantages of advanced ECM be blended with MOSS?”

June, 2008 - ***On Target: RIM Competencies and You*** by- Debra K. Gearhart, CRM, FAI, State of Michigan, Records Management Services. This program addressed one of ARMA International’s most notable projects. Unveiled at the 2007 ARMA Conference in Baltimore, the ARMA Competencies Project promises to be one of the most valuable tools for career planning in the history of the Association. Ms. Gearhart offered some key insights into educational opportunities, both through ARMA International and through online RIM degrees at colleges and universities, available to chapter members. This presentation delivered many options to “kick start” your new career, or to add the necessary credentials to take you to a new level.