



INSIDE THIS ISSUE:	
PRESIDENT'S MESSAGE	2
MEMBERSHIP DIRECTOR	5
CRM LIAISON COLUMN	9
INFORMATION ARTICLE	10
MOUNTAIN PACIFIC COORDINATOR	12
SUBMITTING AN ARTICLE	14
2010-11 BOARD OF DIRECTORS	15

The Calgary Chapter presents a new Information/Luncheon Session!

**Wednesday June 15, 2011
(11:30am to 1:00pm)**

**Calgary Chamber of Commerce
4th Floor Ballroom**

CHAPTER MEETINGS

The Calgary Chapter of ARMA usually meets on the 2nd Wednesday of each month from 11:00am to 1:30pm except for July and August, please see the events Calendar for details.

<http://www.armacalgary.org/education-events-sessions.php>

Advertisers

Page 8 - Calgary Archives
Page 15 - West Canadian

ARMA COMPETENCY DOMAINS

Business Functions,
RIM Practices,
Risk Management,
Communications & Marketing, IT

ARMA COMPETENCY LEVELS

Domain Level 6

WHO ELSE SHOULD ATTEND

Anyone who wants to familiarize themselves with these holes in the ground which constitute a huge part of our province's primary industry.

SESSION CANCELLATION/ REFUND POLICY

Please see Page 2 for details

TOPIC: Well Files: How can something so simple be so complex?

SPEAKER: Joane MacQueen, Imperial Oil

SYNOPSIS: A whimsical overview of how a well gets its identity and the challenges in dealing with the contents and the media in which the documentation about a well live.

The focus will be on the Survey System used in Alberta, with mention of the other systems used in Canada and the United States. There will be a test to help you determine if you find these entities simple or not. There will be prizes.

SPEAKER BIOGRAPHY: Joane feels she has worked in the Oil and Gas industry just slightly less years than the dirt which was removed to create the well bores. Using her degree in Library Science coupled with an interest in the Energy sector and daily working with engineers and geoscientists, she has an eclectic overview of this field



President's Message: Barbara Bellamy, CRM

Welcome to the June edition of the Calgary Chapter Newsletter "For The Record".

May's AGM was well attended by our Membership and Guests (soon to be Members?). The minutes and budget from the 2009 – 2010 ARMA Chapter year were accepted.

2011-2012 Board

Past President	Uta Fox
President	Barbara Bellamy
Vice President	Miara Vinkle
Secretary	Gita Weripitiya
Pr and Marketing	Zena Kimmell
Education	Perry Koch
Treasurer	Alexia Minton
Membership	Wayne Hoff
Programs	Brad Stewart (<i>Joane MacQueen is currently interim</i>)

In lieu of an article for this month I respectfully submit my annual report for review on the next page.



Do we have an aspiring author in the Chapter or someone who would like to practice their writing skills?

Practice makes perfect.

Create an article on Records Management principles, Compliance, IT, Legal or Management and Leadership styles. You can write up a critique on an ARMA Luncheon or Seminar. Your article can be on anything you think the Chapter may be interested in reading. And then simply send to president@armacalgary.org and we will see that is gets published in our Newsletter for free*.

Happy writing.

**Remember, if it is an advertisement for a company, product or service, regular fees apply.*



*****ARMA CALGARY CHAPTER EVENT PAYMENT, CANCELLATION AND REFUNDS*****

All chapter events are payable in Canadian funds.

For monthly information sessions, two full business days notice is required for cancellations.

For longer conferences or education seminars, seven business days notice is required for cancellations.

Cancellations must be directed to the [web administrator](#)



ARMA Calgary Chapter President

Annual Report Submitted by Barbara Bellamy, CRM



ARMA Calgary Chapter President's Annual Report

July 1, 2010 – June 30, 2011

Activities Completed:

Through education, research and networking opportunities ARMA Calgary Chapter provides Information Professionals the ability to use their skills and experience to leverage the value of records, information and knowledge as corporate assets and as contributors to organizational success.

Our Mission as stated above was certainly met this year. The Board has tried to make this year interactive and relevant to your roles as Records Managers and suppliers to the RM field. **Brad Stewart** and **Joane MacQueen** have provided 8 excellent luncheon and networking programs that fit with today's records management needs. The programs are listed in their Annual Report. **Liz Springer** has worked with and led 2 teams providing 2 superior quality seminars. The fall program was in Kelowna, titled "Whining about Records and the spring program was about Vital Records, Disaster Recovery and CRM Examination Preparation. Liz is also leading a team to create a bursary program from our Chapter.

Jennifer Gale, Christine Othitis and **Annie Agustin** have made it their mission to keep the chapter communication flowing. Jennifer has met this challenge by producing 10 fabulous newsletters; each one better than the last. Annie Agustin is learning the ropes with our website, keeping everyone up to date. Christine had created a logo for Whining, moved our Website to a new provider and was a key player in getting our new registration tool up and running.

Our Treasurer **Margaret Russell** was also a major player in getting our new Registration tool up and running. This new registration system will save the Chapter almost \$900.00 per month which will allow us to keep the Luncheon costs down. Margaret also led a team to create a new invoicing and receipt plan for our Members and Sponsors. The ICRM position was also help by Margaret. This year, we have 10 people in various stages of going for their CRM designations.

Our Membership Director **Wayne Hoff** has spent a considerable amount of time working towards increasing our membership. He launched a letter writing campaign to bring Members back to the chapter, sign up new Members and to increase the Member participation at luncheons. Wayne did this while maintaining his regular duties like greeting new and returning Members to make them feel welcome.

The PR and Marketing Director **Miara Vinkle** is no shrinking violet when it comes to working with our Sponsors and Supporters to maintain the Membership, Seminars and Luncheon sessions. Miara is always available to get a prize, fill a gift bag and generally anything you ask of her. She is also the one responsible for creating more volunteer opportunities like the "Adopt a family" program this year. Miara has had some help with Sponsors this year from **Zena Kimmel**.



ARMA Calgary Chapter President

Annual Report Submitted by Barbara Bellamy, CRM



Our newest position is the Southern Alberta Liaison filled by **Carla Hemsing**. We have had some conversations regarding a webinar type program in the southern half of the province where we have several Members. Carla has contributed to our Budget, Bursary programs and procedures manual. All of this is done from a distance. Not an easy thing to do.

Ken LaPointe who is our Chapter Archivist and unofficial Photographer documents our past and our present. Ken and Uta were instrumental in creating a stronger tie with our Sister Chapter; Houston and keeping it alive. Ken has created a retention schedule for the Chapter and is in the process of sending his first set of records for destruction.

Janice Danyluk is the Secretary for the Chapter. She has worked hard at keeping us organized and on track. She came on late to the Board but has done an incredible job of learning the duties quickly and supporting the Board. I would also like to acknowledge **Debby Hooke** for the same role she completed for the Board. Debby also continues to help the Board with Luncheons and testing out our new registration tool and making suggestions to streamline the process and make it better for all Members and soon to be Members.

Our Vice President **Jessica Arts** is a woman that doesn't know the phrase "Slow down". Her role on the Board is to learn the ins and outs of a Chapter as well as helping out wherever necessary. She took on a second role of Programs Director for several months keeping the luncheons informative and interesting. She has started putting together a Procedure manual for the Chapter as well as leading the charge for our Chapter of the Year award.

And last but certainly not least, our Past President **Uta Fox**. This lady constantly amazes me with the information she has and the support she gives to the entire Board. She led a team this year to complete the By-laws and have them approved by the Provincial Government. She has presented at our National, Regional and local programs and conferences. She has written many articles (including one webinar) for RM publications. She is a busy lady but can always squeeze out more.

There are several behind the scenes volunteers that should be acknowledged and thanked for their contribution to the Chapter. I send my very hardy Thank You to each of you.

The above is just a portion of what everyone has worked on for the 2010-2011 Chapter Year. It has been a pleasure working with all of you. This has been a great Board to work with. Those that are moving on, I wish you the best of luck. And for those that are staying on, I look forward to working with you again in the 2011-2012 Chapter year.

Respectfully submitted by Barbara Bellamy, CRM





Membership News and Views

Wayne Hoff



New Members

Please extend a warm welcome to our newest members:

- ✓ Beata Barnett, CNRL



Note that not all the names of new members are posted; permission is required first for privacy reasons. When you meet a new (or newer) member at a luncheon, make them feel welcome!

Opportunities

AIIM Western Canada is hosting an event on June 6th here in Calgary at Bankers Hall: “Optimizing ECM Tools and Controlling Information Assets.” The price is reasonable and the venue is accessible – have a look <http://www.aiimwest.com/en/Events/2011-June6-AIIM-Calgary-Session.aspx>

Bragging Rights

A hearty thank you and congratulations to everyone who contributed to the Calgary Chapter’s COTY submission. The COTY award (Chapter Of The Year award) is a prestigious honour that Calgary has won in the past. Being in the Very Large Chapter category we have a lot of stiff competition! But this has been an extremely active year for the chapter so hopes are high for a win. The winners are announced at the ARMA International Conference and Exhibition in October.



How can the ARMA Calgary chapter be more relevant to you and the membership?
Email membership@armacalgary.org or call 403.781.2665 with your questions and suggestions.



ANOTHER PERK OF MEMBERSHIP....

Dear Chapter Member,

We hope that you are enjoying your benefits of membership in the Calgary chapter and that we are assisting in your professional success! There are many benefits to being an ARMA International member, and we are always striving to offer more value and resources for your professional development.



Recently, ARMA International has developed a partnership with RIM On-Demand to offer online education that is recorded from the MER conference to individuals at a small cost. The monthly sessions are provided to you FREE, in addition to our current in-person monthly programming as an extended benefit of your chapter membership.

The following is June's upcoming session that you can look forward to:

June 2011 - Keynote Address: the new legal realities for Electronic Records Management

Records management and electronic records are no longer just about a "record". Accordingly, our legal system now focuses on electronically stored information. This radical transformation is the result of changing from tangible to content-centric records and from readily visible to virtually invisible processes.

The electronically stored information revolution is precipitating a veritable sea of change in the law. How will the changes impact the processes by which electronically stored information is managed? What should RIM professionals do to meet the challenge of the changing legal world? What are the legal and business consequences of RIM process failures?

This Keynote addresses the new legal realities for managing electronically stored information - from the perspectives of a presiding Federal Judge as well as plaintiff, defense and in-house counsel. Special focus is on being successful in the ever-changing new world of records and information management.

To view full sessions, please visit <https://www.arma.org/eweb/DynamicPage.aspx?webcode=ARMAISeminarArchive> Log into your "My ARMA" account and click on the link located next to your chapter membership. Then begin enjoying the session. As a reminder, these sessions are only available during the month that they are selected. To view them outside of these date ranges purchase will be required.

We hope that you find these online sessions to be of value. If you have any ideas for future topics for chapter programs, please contact Barbara Bellamy by email president@armacalgary.org.

Thank you for your continued membership and support of the Calgary Chapter.





Calgary Chapter Donations



CALGARY INTER-FAITH FOOD BANK SOCIETY

5000 - 11 STREET S.E., CALGARY, ALBERTA T2H 2Y5
PHONE: (403) 253-2059 FAX: (403) 259-4240

February 08, 2011

Attn: Brad Stewart
Association of Records Managers of Alberta (A R M A)
PO Box 6624 Stn D
Calgary, AB T2P 2E4

Dear Supporter:

On behalf of the clients, volunteers and staff of the Calgary Inter-Faith Food Bank Society, please accept our sincere thanks and appreciation for your organization of the Association of Records Managers of Alberta Holiday Fundraiser. To date this activity has raised \$129 and has brought in 42 pounds of food. Your generosity and spirit of giving will truly help those in need this holiday season and throughout the year. Thank You!

For thousands of people in Calgary putting food on the table is a struggle. Last year 140,442 Calgarians came to the Food Bank to receive Emergency Food Hampers. 41% were children. Thank you for caring... Your support means we can provide, nutritious food to those who need it.

Thanks to your support children in our city will have the opportunity to go to school, play and learn well because they have eaten a proper breakfast. Their parents can go to work with energy and hope, and without the stress of wondering what they will put on the table at dinner time. All around our city there are individuals and families who will have a better, healthier and more fulfilling day thanks to your donation.

For more information on how your donation is making a difference in the lives of so many Calgarians please visit our website at www.calgaryfoodbank.com. You are always welcome to come in for a tour of the Food Bank to see for yourself the wonderful programs you support. Please call for more information or to volunteer.

On behalf of everyone at the Food Bank, especially our clients, thank you!

Sincerely,

Nollind van Bree, CFRE
Manager of Communications and Resource Development



Calgary Inter-Faith Food Bank Society

5000-11 Street SE Calgary, AB T2H 2Y5 (403) 253-2059

Official Receipt

Donation Type	Receipt Number	Donation Date	Tax Receiptable Amount	Non Tax Receiptable Amount	Food Pounds/Type	Receipt Previously Printed or Issued
Food		Dec 20, 2010			42 lbs of Mixed Food	
Collected Funds		Dec 20, 2010		\$129.00		
		Totals:		\$129.00	42	

Canada Revenue Agency: www.cra-arc.gc.ca/Charities

Authorized Signature



Announcements



Want to Volunteer?

Would you like to learn new skills and volunteer for the ARMA Calgary Chapter? Christine Othitis, the chapter web administrator, is looking for a few good folks to help with the social media plan. Right now the chapter does not blog, tweet or Facebook! Having social media in place would help our chapter advertise and reach more RIM professionals as well as communicate with the membership. We need to research how other chapters are using social media before we come up with our plan...so if research, branding, tagging interests you just as much as blogging, tweeting and Facebooking, please contact Christine at:

webadmin@armacalgary.org



Advertisement



CALGARY ARCHIVES

MEMBER OF THE INNOVATIVE
RECORD SYSTEMS GROUP



June already and this time I am writing to you from Edmonton where I have taken a position with the City of Edmonton as Corporate Records Manager. I am still a member of the Calgary Chapter until my membership lapses in January 2012. At that time I shall join the Edmonton ARMA chapter. In the meantime I continue to serve as your CRM liaison. My contact information is at the end of this column.

I hope many of you are able to attend the ARMA Canada conference in PEI June 5 – 8. This is a wonderful opportunity to learn the latest innovations in the world of managing records. There is an opportunity to visit with vendors to view new software and products and to listen to speakers who are top in their field. The chance to network with fellow professionals is an added value not to be overlooked. How did that person solve the same problem you are having with a records issue? For us CRM's attending the conference gives us 15 credits towards maintenance. That is huge! If you are a candidate, the conference includes a CRM preparation workshop.

June is also the time for financial reporting. Be sure to check out the ICRM 2010 financial report of income/expense January, 2010 – December, 31/2010. You will find it on the website included in the winter newsletter.

Margaret Russell CRM

780-442-5303

Margaret.russell@edmonton.ca

Exam Schedule

Summer:

Parts 1-5, August 1-5, 2011; Part 6, August 11, 2011

Registration Open: May 20, 2011 - July 28, 2011

Fall:

Parts 1-5, November 7-11, 2011; Part 6, November 17, 2011

Registration Open: August 19, 2011 - November 3, 2011

Did you know?

If you pass all five parts during exam week, the database will allow you up until the Tuesday of the Part 6 exam week to register. Remember, you must pass **ALL** of the Parts 1 - 5 first to be eligible to register.

Follow the usual registration process. If you have any trouble, contact Mimi Dionne at mimi.dionne@gmail.com.



Graduate Education in Archives and Records Management

Today's archivists and records managers are faced with a variety of challenges, including managing records created using emerging technologies. While many archivists and records managers recognize the need for further education to prepare them to meet these challenges, busy work schedules and family commitments present barriers.

In response, the San Jose School of Library and Information Science launched a **fully online** Master of Archives and Records Administration (MARA) degree program three years ago. Students can live anywhere as they complete their degree using a variety of sophisticated distance learning tools.

Focused Professional Cohort

MARA students participate in a cohort model, studying with a small group of peers who share the learning journey together. Typically cohort members are individuals who bring a solid background in archives or records management and who want to expand their knowledge and skills while enhancing their career opportunities.

For example, Ember Krumwied is a MARA student and a Certified Records Manager, who enrolled in the MARA program to expand her knowledge of records management while learning about archival practices. Krumwied learned that she loves the profession while working as a records manager for a timber company that kept stacks of old inventory logs and ledger books. She now works as a records manager for a real estate developer. Krumwied is enthusiastic about the MARA program's dual focus on records management and archives, allowing her to prepare for success in a rapidly evolving field.

Amy Abadilla is also a MARA student, who says that her interest in archives is a natural extension of her work as a photographer. Although she appreciates the value of photographic prints and textual records, she recognizes the benefit of learning the latest techniques in digital records management as a MARA student. She's learning how to convert photos, VHS tapes, and paper documents into a more accessible format in order to reach a wider audience. Abadilla's interest in archives was prompted by her desire to learn more about film archiving, as well as her work with library archival materials as an employee of a large urban public library.

Global Connections with Scholars and Experts in the Field

MARA students receive instruction and mentoring from faculty and professionals who are award-winning scholars and leaders in their academic and professional communities – and who live around the globe, bringing an international perspective on emerging trends in the field.

In addition to MARA faculty, guest lecturers interact with MARA students using the School's web conferencing platform. Recent presenters include David Best, former archivist at Harvard University, who discussed how to manage risks in web-based records, and John Voss, a leading thinker in the field of linked data, who described how to link data from various archives in an open, community-maintained database.

All of the program's presentations by guest lecturers are freely available on the School's website at <http://slisweb.sjsu.edu/mara/presentations.htm>

Connecting the Learning Community

One of the benefits of a fully online graduate program is the flexibility provided to students. MARA students can access course materials asynchronously, from any location, at any time, through the School's learning management system. They interact regularly with their peers and instructors via each course's online discussion board, where they can post their comments and respond to questions at their convenience. They can also meet in real-time to talk to professors and other students using web conferencing tools.

All incoming students complete a brief emerging technology course, which prepares them for success in the online learning environment.



MARA 2011: Information Article

Patricia C. Franks, Ph.D., CRM



Enrollment Open for 4th MARA Cohort

Applications are now being accepted for the fourth MARA cohort, scheduled to begin classes in August 2011. The deadline to apply is March 31.

To learn more about the MARA program or apply, visit <http://slisweb.sjsu.edu/mara/index.htm>

Online open house events are also an excellent way to find out more about the MARA program. To see the schedule for upcoming open house events, or to view a recorded open house, visit <http://slisweb.sjsu.edu/slis/openhouse/>

Individuals interested in applying for the MARA program can also contact Dr. Patricia Franks, the MARA Program Coordinator, at patricia.franks@sjsu.edu

Submitted by

Patricia C. Franks, Ph.D., CRM
Program Coordinator for the Master's in Archives & Records Administration
School of Library & Information Science
San Jose State University

Patricia C. Franks, Ph.D., CRM, has a doctorate in Organization and Management with an e-business emphasis. Dr. Franks has served on various committees and task forces for both ARMA and AIIM and served as the Team Leader for the recently released ANSI/ARMA 18-2011 Standard, Implications of Web-Based Collaborative Technologies in Records Management. She is an Associate Professor and MARA program coordinator for the School of Library and Information Science at San Jose State University and an independent consultant in records and information management and business process analysis.



To the Calgary Chapter

Mountain Pacific Coordinator's Report



Mountain Pacific Coordinator's Report

To: ARMA Calgary Chapter MEMBERS

From: Dierdre Bradshaw

Date: May 11, 2011

Hello & welcome to the AGM. I'd like to thank the Calgary board who have welcomed me to this event, and shown me such great hospitality.

As I was pondering what I wanted to accomplish by being here today, I came up with the idea that I wanted to both inform and inspire you.

Here's the INFORMING part.....

I am here today as the Mountain Pacific coordinator for the Canada region. I have held the position for the past 10 months. My role is to support the chapters of the region, communicate what the other chapters & the Canada region are up to, what is new at the international level, any new opportunities as well as obligations that must be met by the chapters.

The Mountain Pacific region consists of 3 chapters, Vancouver Island with approx. 40 members, Vancouver with approx. 170 members, and the Calgary chapter. These 3 chapters held a first-ever educational conference last October in Kelowna, and it was very successful and a lot of fun. We hope to do it again someday soon. I was on that planning committee, and I can say it was very rewarding to me personally, getting to know some members from the other chapters, people I may not have gotten to know otherwise.

I am not sure you know this, but the Calgary chapter is a great model of how a chapter should operate. It has a well functioning board, an active programs committee, and a wonderfully informative website. It has won awards in the past for these accomplishments. It has also seemed to weather these past few years of economic downturn. There are now over 280 members, which makes it one of the largest chapters in Canada.

I recently visited the Vancouver Island chapter, and I will say that it's a very small chapter AND it has only been around for 8 years, but the board is enthusiastic.

The Vancouver chapter just celebrated its 40th anniversary last April. I am a member of the Vancouver chapter, & attend most of the board meetings as well as the programs. I have sat on that board for most of the past 8 years, holding various positions, including programs, secretary & president.

The Canada region is made up of 14 chapters across Canada. It is the largest region in ARMA international, both in numbers of chapters & members, as well as geographically. The Canada region holds a conference each year in the



To the Calgary Chapter

Mountain Pacific Coordinator's Report



spring. This year it is in PEI June 5-8 (and you can still register), and next year it will be in Nanaimo, on Vancouver Island from June 3-6. Next year's conference will be co-hosted by the Vancouver Island & Vancouver chapters. At every ARMA conference, leadership training is offered to those chapter leaders who attend. There is a chance to network & hear what other chapters are up to, & what's working for them.

The Region also offers grants and awards to members & chapters, as well as the newly established TAB scholarship & award for young professionals. Be sure to check out the region website for opportunities. Another benefit the chapters are realizing this year from the Canada region is the use of a new on-line event registration package.

That leads me to the next level of the ARMA family, ARMA International. Our region Manager, Bernita Cogswell, meets with all the other region managers monthly by teleconference with HQ chairing the meetings. That is how HQ stays informed about the chapters. They have recently added a few more benefits of membership; this past year they started offering "sessions of the month" for all chapters to offer to their members via their chapter websites. ARMA is also offering web-hosting services for chapters.

ARMA International also offers grants & awards, as well as scholarships for post-secondary education via the AIEF. And be sure to make use of "MY ARMA" @ the ARMA International's website. And as an ARMA International member, you should also be receiving the publication "Information Management", which is a great resource as well. You even have some of your local members getting published in this magazine.

Now onto the INSPIRING PART...

My hope is to inspire you to give back in the form of volunteering to your local chapter or to the larger ARMA family.

ARMA is a well-run operation, fuelled on the most part by volunteers. The only paid personnel are at headquarters. All its boards, committees, regions, & chapters are run by those who volunteer. A great place to start is at your local chapter, at a program or event, on the board, as a member at large, or if you have a skill set that is required, like a website expert, that can be very useful to your chapter. Then there is the ARMA Canada board that has positions coming available every year, if you are interested in spreading your wings further. This is another high-functioning board with positions in supporting the regions, conference, website, and marketing, to name a few.

And the real stars go on to volunteer at the ARMA international level. This might include sitting on a committee, writing for the publication, working at the conferences.

The personal growth you get out of volunteering for ARMA can be immense. It can add to your skill set as well as your skill level. It can educate you in ways you may not find in your job. You can challenge yourself in ways you may not be able to at work. In my own experience, I was doing the same job for way too many years, and wanted to learn more about the field as well as learn some new skills, like public speaking. I, like many of you, have a fear of public speaking, so in my role as Programs chair, I had to speak at all the programs & introduce speakers, and make announcements. That is a skill I acquired solely because I volunteered with ARMA...my day job did not afford me any challenges. I also want to speak about the people you meet through this organization; unlike other organizations, we are great "sharers", we want to share our knowledge with others. The networking is a great asset when it comes to trying to solve a RIM issue at work, you may know someone you met at an event, and be able to ask them for advice. And the best thing about giving back is what you get out of it...a new set of friends. I have met amazing people since stepping up & getting involved with ARMA 10 years ago, and I can say I have some new friends because of it.

I took the challenge after being approached, and I am approaching you now... please think about giving something of yourself back to your ARMA community. We all benefit!!
THANKS!!!!

ARMA Calgary: Newsletter Submission Guidelines

Submission Guidelines and Editorial Policy

Submitting an Article

Educational and Informative: To be considered for publication all articles must be educational and informative rather than promotional. A company may be mentioned and its services described as a background for more general information of value to our readers. Infomercials will not be accepted.

Length of Article: Newsletter articles generally average 500 to 1000 words in length. Longer or shorter pieces will be accepted if they meet the goals and standards of the newsletter.

Descriptive Information: Please include a title, name for the byline and a short author biography of 50 words or less. Contact details should also be provided.

Style and format: Keep formatting simple as the text will be formatted according to the requirements of the newsletter of the day. All clipart included with will be reviewed as appropriate and may not be included unless it is integral to the article. Please submit in either a text document or Microsoft Word.

Submission Deadlines: All submissions must be delivered on or before the 15th of each month for publications on the 20th of that month.

Editorial Policy: The newsletter editor will check spelling, grammar, accuracy of information, and may reject articles if they do not meet the guidelines described above. All newsletters are checked and authorized by the board before publication.

Submitting an Advertisement

Relevant Content: To be considered for publication all advertisements must be related to the goals of the record and information industry.

Format Information: All submissions should be provided to the editor preferably in digital format. The preferred format are high resolution jpegs or tiffs.

Submission Deadlines: All submissions must be delivered on or before the last Thursday of the month for publication in the first week of every month.

Advertising Rates: Advertising rates are provided below.

For The Record Advertising Rates



Published 10 Times A Year

Business Card	1/4 page	1/2 page	Full Page
\$25.00 member \$40.00 non-member	\$50.00 member \$75.00 non-member	\$75.00 member \$100.00 non-member	\$100.00 member \$150.00 non-member

10% discount for 10 adverts (1 year) paid in advance. GST extra

To advertise please contact the newsletter editor at (403) 515-3451 or e-mail newsletter@armacalgary.org

ARMA Calgary: The 2010-11 Board of Directors

Members of the 2010-11 ARMA Calgary Board of Directors

Elected Positions

President: president@armacalgary.org	Barb Bellamy CRM
Vice President: vp@armacalgary.org	Jessica Arts
Past President: pastpres@armacalgary.org	Uta FOX CRM
Treasurer: treasurer@armacalgary.org	Margaret Russell CRM
Secretary: secretary@armacalgary.org	Janice Danyluk
Programs: programs@armacalgary.org	Joane MacQueen
Education: education@armacalgary.org	Liz Springer
Membership: membership@armacalgary.org	Wayne Hoff CRM
PR & Marketing: pr@armacalgary.org	Miara Vinkle

Appointed Positions

Chapter Archivist: archivist@armacalgary.org	Ken LaPointe
ICRM Representative: icrmrep@armacalgary.org	Margaret Russell CRM
Newsletter Editor: newsletter@armacalgary.org	Jennifer Gale, BMus
Web Administrator: webadmin@armacalgary.org	Christine Othitis
Web Master: webmaster@armacalgary.org	Annie Agustin
Southern Alberta Liaison: c.hemsing@lethbridgecollege.ca	Carla Hemsing



WEST CANADIAN
PRINT SCAN DESIGN

westcanadian.com

services
• Scanning
• Microfilm Conversion

systems
• Software & Hardware
• System Design

consulting
• Business Process Automation
• Standards & Compliance

Capture Experts

Calgary 403.245.2555
901 - 10th Ave SW, Calgary, AB T2R 0B5

Edmonton 780.424.1000
10567 - 109 Street, Edmonton, AB T5H 3B1

50164