



INSIDE THIS ISSUE:

PRESIDENT'S MESSAGE	2
2011-12 BOARD	3
MEET THE BOARD	4
MEMBERSHIP DIRECTOR	6
RIM ON DEMAND	7
SUBMITTING AN ARTICLE	8
2010-11 BOARD OF DIRECTORS	9

The Calgary Chapter presents a new Information/Luncheon Session!

**Wednesday September 14, 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 3 - Calgary Archives
Page 9 - West Canadian

ARMA COMPETENCY DOMAINS

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

ARMA COMPETENCY LEVELS

Domain 6

WHO ELSE SHOULD ATTEND

Bring anyone from the Legal or IT department.

SESSION CANCELLATION/ REFUND POLICY

Please see Page 2 for details

TOPIC: The E-vil side of E-documents as they impact E-Discovery (and e-ven more)

SPEAKER: Peter Miller

SYNOPSIS: The court procedure in civil proceedings has been revolutionized by the introduction of electronic files and correspondence. The sheer volume of documents which potentially may be produced may, in many cases, make the cost of litigation prohibitive, and, in fact, has been used to compel settlements where a valid defense may be available. The responsibility which now falls on the records management profession to ensure completeness, retention and retrieval of electronic files has the potential to change the way corporate document management systems function. Mr. Miller will talk about the new demands which the judicial system places on document retention systems.

SPEAKER BIOGRAPHY: Peter Miller is Senior Counsel at Imperial Oil Limited. Over the past 30 years he has been involved in every aspect of the upstream oil and gas business. He has appeared before numerous regulatory boards and supervised many litigation files. His practice today focuses on regulatory compliance, environmental and safety management systems and intellectual property. He teaches Environmental Law at the University of Calgary and participates with CAPP on many legislative review initiatives.



President's Message: Barbara Bellamy, CRM

Welcome back! We are working on a great year for all of our Members and Guests. We are trying to balance the Programs to be exciting for our new to the profession members as well as the more experienced members. If you have an idea for a luncheon or education session, please contact Joane at programs@armacalgary.org, Perry at education@armacalgary.org or me at president@armacalgary.org.

Again this year we will be offering the Session of the Month from MER. This is only offered to those with a Calgary Chapter Membership. You will find the Session information at little further in the Newsletter.

We have a terrific Board this year, ready, willing and able to serve the Calgary Membership. Uta Fox will be staying on for another year as Past President. Miara Vinkle is now in the Vice President role learning the ropes and hopefully she will run for President next year. There is Joane MacQueen (until Brad Stewart returns) in Programs and Perry Koch on Education. These 2 will be doing their best to provide education and networking opportunities for you. Gita Werapitiya has come back to the Board as Secretary and is already creating easier ways for the Board to communicate. This year's Treasurer is Alexia (Alexa) Minton and she managing the funds on behalf of the Membership. Zena Kimmell is our new PR and Marketing Director; you may remember her from last year because she was working hard at creating relationships with our Vendors and RM specialists. And Wayne Hoff is returning in his role of Membership Director; you may remember him as the serious one.

Also returning this year in a nonvoting Board Member capacity are Christine Othitis, Annie Agustin, Margaret Russell, Ken LaPointe and Jennifer Gale. These folks work really hard behind the scenes to keep our website up to date, inform our Members about the CRM process,, manage our Archives and Chapter History in excellent shape and produce a fantastic newsletter. They also do a tremendous

amount of related activities.

So welcome aboard to some of you and welcome back to others. Your spirit of volunteerism is greatly appreciated.

The Board met in August to work on our Strategy for this year. We reviewed some of the things we did really well over the last 4 to 5 years. Posted on the website was our original Strategic Plan under the Presidency of Kathleen Westhaver (nee Major). Once this year's plan is complete, it will be posted as well. Some of the highlights will be our continued help in the community, better communication with the Mountain Pacific Region and a more stable environment for our Archives. So it is going to be another busy year.

See you on the 14th of September.

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.



ARMA Calgary Chapter

Board of Directors 2011-2012



Welcome to the 2011-2012 Board of Directors

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



Volunteer!

Contact anyone on the Board

Now We're Tweeting!

ARMA Calgary Chapter now has a twitter account, thanks to Christine Othitis and her team of volunteers.

They are hard at work looking at the possibilities of a Facebook page and/or a LinkedIn page. They are checking out what the chapters in Winnepeg and Vancouver are doing.

Stay tuned for more social media updates and stay updated on Twitter!



Advertisement

CALGARY ARCHIVES

MEMBER OF THE INNOVATIVE
RECORD SYSTEMS GROUP



Meet the Board



ARMA Calgary Education Director

Perry Koch has more than 10 years' experience in technical communication, records information management, document control and maintenance, in addition to Engineering / Business process development and modeling. Perry is a graduate of the SAIT Printing Management Technology Program (currently named "Digital Graphics Communications"). Perry is currently enrolled in SAIT's IRM (Information & Records Management) certificate program. Employed as a Business Analyst at *West Canadian Digital Imaging*, Perry focuses on major imaging projects.



ARMA Calgary Chapter President

Barbara Bellamy CRM has 20+ years in the RIM industry, from filing and copying in the mail room right up to leading a team of RIM professionals. Barbara continues to work for the local Utility Company, ENMAX, in Calgary where she has been employed since 1986.

She attended Mount Royal from 1989 to 1993 completing a Business Administration Diploma with a minor in Information. Barbara also received a Supervisory/Leadership Certificate from the University of Calgary.

Barbara completed the CRM examination process in December of 2009 and has now earned the right to use the CRM designation.

Currently Barbara is the President for the Calgary Chapter of ARMA. She has held positions in the Calgary chapter since 2000, starting with a Social committee, continuing on with a CRM committee. She became the Chapter Secretary in July of 2006 and until June of 2008, then became Chapter Vice President in 2008 to President in 2010. She is truly blessed to be representing this fine Chapter at Conferences and Regional Meetings, like below in Prince Edward Island. This was the Wrap up for the Leadership meeting.



idocz
Well File Management Tool

- Advanced User Friendly Viewer
- Simultaneous Remote Access to Documents 24/7
- Cross Well File Content Searches
- Multiple Dynamic Classification Schemes
- Centralized Information
- Greater Document Protection

Contact us Today for a Live Demonstration

www.idocz.net sales@idocz.net
403.984.0010 1.877.497.9492
4th Floor, 222 - 58th Ave SW Calgary, AB T2H 2S3



Meet the Board



ARMA Calgary Web Master

Annie Agustin is currently working at Cenovus Energy as Records Administrator and ARMA-Calgary Web-master. Over nine (9) years experienced in Records Management mostly in the Oil and Gas environment. Completed RIM certificate at SAIT. Took Business Analysis at Mount Royal University. Annie has a degree in Computer Data Processing Management from the Polytechnic University of the Philippines. Developed, implemented and maintained internal data base systems at Armed Forces and Police Mutual Benefit Association in the Philippines prior to moving to Canada in 2001. The variety of formal/informal trainings and experiences such as data entry clerk, receptionist, in-house computer programmer, level 1 tax instructor, records technician, records specialist, records administrator, volunteer in different organizations and a fulltime mother of four were truly invaluable to become a better “Annie”.



ARMA Calgary Chapter Vice President Miara Vinkle

I have been a member of Arma since 2001 and joined the Calgary Board in 2009. Volunteering has always been a big part of my life as I starting Candy Stripping at my local hospital when I was only 12 years old. I am a grandmother of 12. I am an avid lover of all sports and I participate and watch whenever the time permits.

ARMA Calgary Chapter Archivist

Ken LaPointe has been serving as appointed Archivist since 2007. He replaces Vicky Williams who served from 1986-2007.

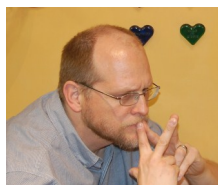
Ken is most proud of serving on two, highly successful, committees bid for ARMA International’s Chapter of the Year (COTY) Awards.. In 2008, we received our 3rd COTY award. Part of our award submission under special projects included the electronic conversion of our Archival records from hard copy physical records In 2009, we received our 2nd Honourable Mention. In 2011, our electronic archives now boast almost 10,000 documents! You might have also seen Ken many times serving as unofficial Calgary Chapter Photographer!



MEET MORE
BOARD MEMBERS IN
THE
OCTOBER NEWSLETTER!

ARMA Calgary Membership Director

Wayne Hoff is in his second year as Membership Director at ARMA Calgary Chapter. After years of taking so much from the chapter he decided he’d better start giving back. He’s enjoying the work already and hopes to build a strong membership community. Wayne likes lonely walks on sunlit beaches and romantic horseback riding in the mountains, but likes them even more so with a laptop, a Blackberry, a Wii, and a big-screen TV.





Membership News and Views

Wayne Hoff



New Members

Please extend a warm welcome to our newest members:

- ◆ Lawrence Letal, Geophysical Service Inc.
- ◆ Christine Hann, PetroBakken
- ◆ Melanie Sucha, Suncor Energy
- ◆ Margret Janzen, Suncor Energy



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

The Institute of Certified Records Managers (ICRM) has just changed its rules for determining eligibility of candidates. It no longer requires the same level of experience as in the past; now a bachelor's degree and 1 year of professional experience is the minimum requirement, with one year of experience required for each lacking year of education. If that fits your situation, it is definitely worth looking into. The CRM designation tells your employer and your colleagues that you meet the basic expectation of Records and Information Management (RIM) knowledge. Go to www.icrm.org for further details.

Release: <http://www.icrm.org/media/release-icrm-announces-new-qualification-standards/>

Bragging Rights

This month's bragging rights go to Jennifer Gale, our intrepid newsletter editor. There are a lot of volunteer hours put into organizing, proofing, and publishing the newsletter each month. That kind of behind-the-scenes support is what makes the chapter successful – there are many of you out there!

If you know of someone supporting the chapter behind the scenes OR you have a success story to share, email Membership with the details so that others can know of it too.

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 September's upcoming session that you can look forward to:

Case Study: The Power of Process centric ERM, convincing the C-Suite. How to persuade Top 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.

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 2011-12 Board of Directors

Members of the 2011-12 ARMA Calgary Board of Directors

Elected Positions

President:

president@armacalgary.org

Vice President:

vp@armacalgary.org

Past President:

pastpres@armacalgary.org

Treasurer:

treasurer@armacalgary.org

Secretary:

secretary@armacalgary.org

Programs:

programs@armacalgary.org

Education:

education@armacalgary.org

Membership:

membership@armacalgary.org

PR & Marketing:

pr@armacalgary.org

Barb Bellamy CRM

Miara Vinkle

Uta FOX CRM

Alexia Minton

Gita Werapitiya

Joane MacQueen

Perry Koch

Wayne Hoff CRM

Zena Kimmell

Appointed Positions

Chapter Archivist:

archivist@armacalgary.org

ICRM Representative:

icrmrep@armacalgary.org

Newsletter Editor:

newsletter@armacalgary.org

Web Administrator:

webadmin@armacalgary.org

Web Master:

webmaster@armacalgary.org

Southern Alberta Liaison: Carla Hemsing

c.hemsing@lethbridgecollege.ca

Ken LaPointe

Margaret Russell
CRM

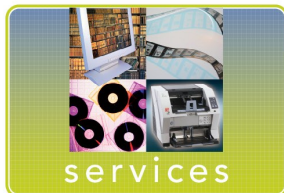
Jennifer Gale, BMus

Christine Othitis

Annie Agustin

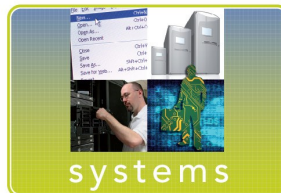


westcanadian.com



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