



ARMA Calgary Chapter is an official chapter of ARMA International, a not-for-profit professional association and authority on managing records and information

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.





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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 not 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**.

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.



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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 Bylaws 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



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