



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 Program Director's Annual Report July 1 2010 – June 30 2011

Goal:

-provide high quality and enjoyable Information sessions to all members and interested attendees

Activities Completed:

- provision of speakers for monthly Meetings
- involved in transition of registration provider from A+ to GiftTool
- involved with celebration of Chapter's 35 year
- participation in Strategic Planning Meeting (teleconference)
- prepared and submitted Program's Strategic Plan
- prepared and submitted budget for Programs for 2010-2011
- active in planning Christmas social event
- enhanced procedures for handling Programs
- ensured monthly booking dates with Chamber we confirmed for upcoming year
- spearheaded a vendor showcase for the December meeting
- participated in meeting to review data on Web and efficiencies of the Web
- began work on a contingency plan regarding absent speakers
- began looking for alternative locations to Chamber

Topics for Luncheons 2010-2011

September: The Sanity of Process by Harold Rozario

October: RIM Development in Mozambique by Steve Neilly

November: Case Reviews, Forensics and e_Discovery by Philip Fodchuk

December: Social

January: e-Discovery and Related Issues--What happens when the legal rubber hits the records road> by James T. Swanson

February: Poster Session

March: Managing Your Shared Drives by Joan Sparks and Sylvie Bouvin

April: Education session

May: Information and Knowledge Management at Suncor by Tanya Christholm
[scheduled]

June: to be announced



INTERNATIONAL® Calgary Chapter PO Box 6624 Station D Calgary AB T2P 2E4
www.armacalgary.org



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Thank you to members of the Programs Committee for their valuable assistance through the year: Jessica Arts, Uta Fox, Zena Kimmel

Activities Planned:

- to continue in role
- to scout speakers and topics to appeal to members
- to increase attendance at meetings

Respectfully submitted by Joane MacQueen (acting Director) for Brad Stewart



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