

Tidal Waves



2010-2011 CHAPTER BOARD

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**PRESERVING YESTERDAY,
MANAGING TODAY,
PREPARING FOR
TOMORROW**



A Message from the Incoming President...

Wow! What happened to this past year? It flew right on by didn't it?

Let's recap, shall we?

Our meeting program was phenomenal. We started out the year with Lynn Harper from EnTrust Records Management telling us "There's no I in Team" and giving us little team-building exercises a la Minute to Win It. We went from household recordkeeping to GARP, from Project Management to Cloud Computing, and came around full circle to our May Seminar where we learned even more about GARP, and then conducted two additional fundamental, experience-level-based educational sessions.

The Chapter incorporated even more into its educational offerings by taking advantage of ARMA International's Chapter Sessions. The chapter began selecting and offering monthly webinars in May, an additional opportunity above the webinars offered by ARMA.

The Chapter continues to reach out, not only in our profession, but our community as well:

- At our October meeting, the chapter held a craft sale, raising more than \$50 for our education fund which provides scholarships each year to two worthy applicants. Oddly we did not receive any applications this year, but we will work even harder to spread the word next year.
- In November, during the joint Tidewater/Richmond Chapter/Old Dominion AIIM meeting, we collected 39 pounds of non-perishable food items and \$30 cash for the Food Bank of the Virginia Peninsula.
- During the Chapter's holiday gathering, we participated in the Angel Tree, donating clothing and toys to children who otherwise would have gone without during the holidays.

Most recently in June, all of your incoming board members attended the Mid-Atlantic Region of ARMA's Regional Leadership Conference in June in Portsmouth, VA. Your new board was installed in conjunction with the conference, and I have to say, we all left with some good ideas and are "thinking outside the bankers box," so to speak!

During the upcoming chapter year, we will strive to offer top-notch educational opportunities so you can grow in your profession and maybe throw in some casual networking opportunities so we can all get to know each other a little better.

For more information, please visit <http://www.armamar.org/tw>. Have a great summer and see you in September!

Kim Kindrew

2011-2012 President



Chapter Committees:

MEMBER CARE:

Chair: Johnsie Spruiel,
Wadiya Saunders, Darlene Barber, CRM

CHARITABLE COMMITTEE:

Chair: Darlene Barber, CRM
Johnsie Spruiel, Mary Clinton,
Wadiya Saunders

MEMBERSHIP COMMITTEE

Chair: [YOUR NAME HERE]

PROGRAM COMMITTEE:

Chair: Kim Kindrew, CRM
Mary Clinton, Kim Wilson

SEMINAR COMMITTEE:

Chair: Kim Kindrew, CRM
Mary Clinton, Board Members

AWARDS COMMITTEE:

Chair: Darlene Barber, CRM
[YOUR NAME HERE]

PUBLICATIONS & PUBLICITY:

Chair: Kim Kindrew, CRM

NOMINATING COMMITTEE:

Chair: Kim Kindrew, CRM
[YOUR NAME HERE]

EDUCATION COMMITTEE:

Chair: Angela (Mitchell) Diggs

WEBMASTER:

Jonathan Tillman

NEWSLETTER EDITOR:

Jane Clevinger

FINANCIAL & AUDIT:

Chair: [YOUR NAME HERE]
[YOUR NAME HERE]

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ARMA Chapter Sessions:

A free educational benefit of membership!

Each month your chapter will present one timely educational session to assist you in your professional success. This month's session is "The Action Imperative: The New Role of RIM Professionals in the Emerging World of Legal, Business, and Technology Confluence" To view, log into your "My ARMA" account and click on the link located next to your chapter membership.

Congratulations!

to our newly elected Board members for the

2011-2012 chapter year:

Angela Diggs = Treasurer

Georgia McQuigg= Secretary

Jonathan Tillman = Vice President

Kim Kindrew= President

Your message could be printed here

[]

for all to see...

Make your submission for the next newsletter now!

2011-2012 EDITOR WANTED

If you're willing to consider becoming the Newsletter Editor for the Tidewater Chapter Newsletter *Tidal Waves*, please contact a board member for more details.

The chapter needs you!

Thanks for your support, it's been a great few years!

Jane Clevinger

OUR ANNUAL SPRING SEMINAR - A RECAP...

Seminar Chair Kim Kindrew

In this electronic age, it is of great importance for businesses to stay on top of new trends and guidance in the area of records management. News of poorly managed records appear frequently in newspapers and television news programs. Poorly managed records can lead to legal lawsuits and damaged credibility, a nightmare for any business or organization.

On May 17th, the chapter presented its annual seminar entitled: RECORDS MANAGEMENT 2011: FOR BEGINNERS TO EXPERIENCED PRACTITIONERS. More than 70 registrants took part in the day's events which featured a plenary session in the morning, and two parallel sessions after lunch. The seminar, which took place at Point Plaza Suites at City Center in Newport News, was the result of months of planning by the dedicated and hard-working Seminar Committee. Special thanks to the following Seminar Committee members:

Darlene Barber
Mary Clinton
Lori Gay
Kimberly Wilson

Jane Clevinger
Angela Diggs
Virginia Jones
Jonathan Tillman

The morning session was ARMA International's GARP : Generally Accepted Recordkeeping Principles[®], facilitated by Virginia Jones, CRM, FAI. Jones presented the eight principles of GARP, and gave practical examples of how to incorporate methods into our business record-keeping practices in order to achieve greater success in our records programs.



The afternoon consisted of two breakout sessions:

Records Management 101: A Practical Guide for Beginners, facilitated by Darlene Barber, CRM



The Future of Records and Content Management, facilitated by Dan Elam,

followed by a lively round-table discussion among the participants during which difficult questions were asked and practical suggestions were provided.

The Tidewater Chapter of ARMA International is planning its upcoming year of programming relevant to the profession of Records and Information Management. If you have never participated in one of our planning committees, please consider lending a hand, for as you know the old adage: many hands make light work!

...and a special thanks to our Seminar Exhibitors



Tidewater Chapter Hosts the Mid-Atlantic Region Leadership Conference

From June 9, 2011 through June 11, 2011, the Tidewater Chapter of ARMA International had the pleasure of hosting the Mid-Atlantic Region Leadership Conference in historic Portsmouth, Virginia, at the beautiful Renaissance Portsmouth Hotel & Waterfront Conference Center. Under the leadership of Denise Pickett, the Region Manager, the Conference was planned and executed successfully, with just over forty attendees for the CRM Workshop and the full Conference combined.

The Conference started with Tidewater Chapter's own Darlene Barber, CRM, serving as a presenter during the 1-day CRM Workshop. After the CRM Workshop, the evening was topped off with a well-attended joint Conference Welcome Reception and Installation of Officers/Awards Ceremony for the Tidewater Chapter. During the full Conference, there was an abundance of learning opportunities for all in attendance. Among other helpful aspects of the Conference, the attendees participated in information sharing, networking and forging lasting professional relationships.

On a light note, the Conference wasn't all work and no play! The Friday night dinner was held at **Roger Brown's** Restaurant and Sports Bar in Old Towne Portsmouth. Much to the attendees' surprise, Roger Brown himself was at the restaurant. He graciously posed for pictures and autographed memento pictures. To top it off, the food was scrumptious! Adding to the overall experience, the attendees enjoyed trips via the historic Elizabeth River ferry to Harborfest at Waterside in Norfolk.

The Tidewater Chapter received numerous accolades for a job well done with hosting the Conference! Lastly, Mary Clinton and Kim Wilson, the Conference Chairpersons, extend many THANKS to the Tidewater Chapter!

It was a **T**ogether **E**veryone **A**ccomplishes **M**ore effort!

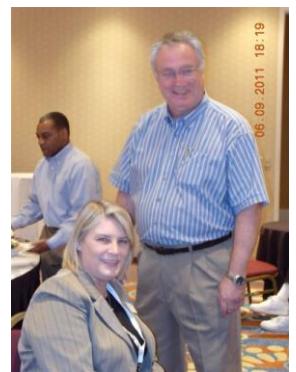
Pictured: Angela Diggs, Treasurer; Georgia McQuigg, Secretary; Jonathan Tillman, Vice President; Kim Kindrew, President.



In conjunction with the Thursday night reception for the Regional Leadership Conference, the members and guests also witnessed the induction of our 2011-2012 Board members.



With both new and familiar faces, the Conference proved to be a great success at the hands of the Committee Leaders, Mary Clinton and Kim Wilson and the dedicated Conference Planning Committee.



The Unsung Hero for 2010-2011 was Kim Wilson who constantly stepped up behind the scenes to offer her help.



Kim Kindrew was recognized as Member of the Year for 2010-2011 for all of her hard work and dedication as VP.

How does your RIM story end?



New Holocaust Archives Unveiled

Global Policy Brief

February 15, 2011

New artifacts of the Holocaust were unveiled at an event in January at the Kopolow Building in St. Louis, Missouri. Documents, photos, diaries, and other items from Hitler's Germany and its neighbors were shown for the first time in honor of the January 27 International Holocaust Remembrance Day. According to a *Jewish Light* article, the artifacts included letters from the concentration camps, Nuremberg trial documents, and several photographs of the horrifying events that took place during the Holocaust.

Jewish archivist Diane Everman said, "If you are familiar with some of the items in the Holocaust Museum, that is literally the tip of the iceberg." Everman continued, "There is so much more, everything from manuscripts materials to photographs to oral histories, material culture items that add depth to what is already in the museum."

The letters unveiled at the Museum were mostly letters from people in Germany that were becoming aware of the Nazis plans and were in need of escape. "There are letters writing to relatives or even complete strangers because they needed a sponsor, they needed money, they needed assistance to get out," said Everman. "The response was often, 'I'm sorry, I can't. I'm already sponsoring X number of people. I can't do one more.' We also had family members, even far-removed distant cousins, who did help people get out."

The article said that documents of the Nuremberg trials were also displayed in the archive. Two collections from St. Louis area residents Hedy Epstein and the late Whitney Harris were included in the materials. "Even though a lot of it is available elsewhere, at least with Hedy and Whitney, there are other things, including an oral interview with Hedy and all kinds of additional information," Everman said. "So if somebody is interested in doing research on that aspect of the post-war period and the trials those collections are just invaluable."

New visual archives were also unveiled at the museum. Photographic work by liberators displayed the types of scenes they were exposed to upon coming into the camps. "They show what they saw, what they experienced," she said. "That's a huge part of the photographic collection."

According to the article, objects that were commemorative of Hitler's forces to push the message of National Socialism were revealed. Collectible cigarette packages consisting of photos on thin paper were shown. The pictures depict everything from the 1936 Berlin Olympics to Hitler in formal wear to troop movements. The idea seems to have been similar to collecting baseball cards in America. Hitler Youth documents to diaries, to day planners, to cantina money from Buchenwald, were displayed as well.

The article noted that the material was gathered from concentration camps, communities in the United States, Denmark, Sweden, and other countries where Jews sought refuge. Artifacts were also gathered from Jewish refugees that escaped to China. "Those are really interesting. I honestly didn't know much about the Jewish community in Shanghai before the war but these collections have photographs, people's diaries and letters back home about what life was like there, even the restaurants that were open and the theater groups that existed," Everman said.

The archives can be seen at the Kopolow Building in St. Louis.

Mallorie Dautenhahn

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[CLICK HERE to view or register for WEB SEMINARS ON DEMAND](#)

Tidal Waves is published monthly from September through June by the Tidewater Chapter of ARMA International. Submissions from members are imperative to keep the newsletter relevant!

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1/4 Page	\$15.	\$150.
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TREASURER'S ACTIVITY REPORT

May 2011



CHECKING/OPERATING ACCOUNT

Beginning Balance May 1, 2011 \$4,885.48

Receipts:

5/9 - Seminar Receipts	2,166.60
5/11 - Seminar Receipts	905.00
5/16 - ARMA Escrow Payment	50.00
5/18 - Seminar Receipts	3,200.26

Total Operating Receipts + 6,321.86

Disbursements:

5/17 – Reimbursement – Seminar Expense	49.96
5/17 – Seminar Hotel Expense – Point Plaza	3,863.08
5/31 – Seminar 50% Refund	<u>67.50</u>

Total Operating Disbursements -3,980.54

Ending Balance as of May 31, 2011 \$7,226.80

SAVINGS/SCHOLARSHIP ACCOUNT

Beginning Balance May 1, 2011 \$2,736.94

Receipts:

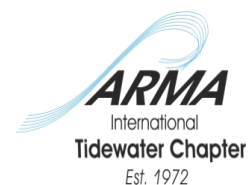
5/17 - Raffle Proceeds	+271.00
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Total Scholarship Receipts +271.00

Ending Balance as of May 31, 2011 \$3,007.94

TIDEWATER ARMA NET WORTH: \$10,234.74

Respectfully Submitted,
Angela Diggs
Tidewater ARMA Treasurer



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International bookstore is the much-anticipated new edition of Emergency Management for Records and Information Programs. Co-authored by listserv regular contributor Ginny Jones and Darlene Barber. The book's five sections take readers step-by-step through the essential phases of emergency management: risk assessment and prevention, preparedness, response, and recovery. It offers organizations a practical methodology for creating, implementing, and measuring the effectiveness of their business continuity plan.

To order or see more details, including the book's table of contents and introduction, go to www.arma.org and click on the BOOKSTORE tab!



The year is winding down for our chapter, but that doesn't mean we are going to stop providing resources for your professional success!

Remember, this month's Chapter Session is The Action Imperative: The New Role of RIM Professionals in the Emerging World of Legal, Business, and Technology Confluence – June 2011

In July, you will be able to view Cracking the Content Conundrum: A New Way to Apply Content Based Retention Periods to Individual Unstructured e-Records; and in August, the Chapter Session will be Case Study: Planning and Deploying an Enterprise E-Mail Management Strategy.

To view full sessions, please visit the ARMA International website. 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 your chapter by email at armatidewater@yahoo.com. Thank you for your continued membership and support of the Tidewater Chapter!

Kim Kindrew,
CRM
Vice President



INSTITUTE OF CERTIFIED RECORDS MANAGERS®

The CRM examinations are given four times per year at Pearson VUE locations throughout the world. Upcoming exam cycles and registration for the CRM Examination is as follows:

Winter: Parts 1-5, February 7-11, 2011 | Part 6, February 17, 2011
Registration Open: November 19, 2010 - February 3, 2011

Spring: Parts 1-5, May 2-6, 2011 | Part 6, May 12, 2011
Registration Opens: February 25, 2011 - April 28, 2011

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

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www.icrm.org

For informational materials describing the certification process, including the qualifications required and the examination form, write or call: **Institute of Certified Records Managers®**

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About the Institute of Certified Records Managers

The Institute of Certified Records Managers (ICRM) is an international certifying organization of and for professional records and information managers. The ICRM was incorporated in 1975 to meet the requirement to have a standard by which persons involved in records and information management could be measured, accredited and recognized according to criteria of experience and capability established by their peers. The ICRM is an independent non-profit organization administered by a Board of Regents. The ICRM serves as the official certifying body for both ARMA International and the Nuclear Information and Records Management Association (NIRMA).



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Tidewater ARMA Chapter Calendar of Events 2010-2011

Subject to change-for current events please visit: www.armamar.org/tw

<p style="text-align: center;">SEPTEMBER 21</p> <p style="text-align: center;">Point Plaza Newport News</p> <p style="text-align: center;">Speaker Lynn Harper</p> <p style="text-align: center;"><i>There's no I In TEAM</i></p> 	<p style="text-align: center;">OCTOBER 19</p> <p style="text-align: center;">Guy Manchester</p> <p style="text-align: center;">Organizing Your Family Filing System</p>  <p style="text-align: center;">Waterworks Bldg. Town Center, NN</p>	<p style="text-align: center;">NOVEMBER 16</p> <p style="text-align: center;">Joint Meeting with Richmond Chapter Featuring Ginny Jones, CRM, FAI on GARP</p> <p style="text-align: center;">George Washington Inn, Williamsburg</p>	<p style="text-align: center;">DECEMBER 14</p> <p style="text-align: center;">Holiday Party located at Entrust Records</p> 
<p style="text-align: center;">JANUARY 19</p> <p style="text-align: center;">Bosses Night Featuring Con Healy, AMERIGROUP Leadership Behind Building a New RIM Program</p> <p style="text-align: center;">Frank Beamers American Grill</p> 	<p style="text-align: center;">FEBRUARY 15</p> <p style="text-align: center;">Peter Kurilecz "Real Life Tales of Implementing Enterprise Records Management Software"</p> <p style="text-align: center;">Waterworks Bldg. 700 Town CenterDr. Newport News</p>	<p style="text-align: center;">MARCH 15 </p> <p style="text-align: center;">Incorporating Project Management Concepts with RIM Featuring Sarina Arcari, AMERIGROUP</p> <p style="text-align: center;">Southside: Renaissance Hotel See page 5</p>	<p style="text-align: center;">APRIL 19</p> <p style="text-align: center;">Jefferson Labs Tour Dinner On-Site</p>  <p style="text-align: center;">Presentation On Cloud Computing</p>
<p style="text-align: center;">MAY 17</p> <p style="text-align: center;">RIM Workshop</p> <p style="text-align: center;">Point Plaza Suites at City Center</p> 	<p style="text-align: center;">JUNE 9</p> <p style="text-align: center;">Installation of Officers and Awards Presentations</p> 	<p style="text-align: center;">JULY</p> <p style="text-align: center;"><i>Summer Vacation</i></p> <p style="text-align: center;">ENJOY YOUR SUMMER Board and Committee Meetings TBA</p>	<p style="text-align: center;">AUGUST</p> <p style="text-align: center;">ENJOY YOUR SUMMER Board and Committee Meetings TBA</p>