



Northern Colorado Chapter Association of Records Managers and Administrators

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Welcome To The 2004/05 ARMA Year

By Brenda McCoy-Manfredo, Editor

The Northern Colorado ARMA Board has planned a year full of interesting programs that we hope you will find educational and worthwhile.

SEPT. 20—David McDermott, ARMA President will be speaking at 5:15 at the Loveland Police Building. Cost is \$15 for members & \$20 non-members. Pizza, salad & beverage will be served.

OCT. 20—Debra Beasley, Chapter President will speak on Acquisitions: Friend or Foe? A case study of the HP & Compaq Merger at the City of Fort Collins Admin. Bldg.—215 N Mason in the second floor training room. Start time:

11:30. Cost is \$12 for member & \$17 for non-members.

NOVEMBER— Genealogy

DECEMBER— Holiday Luncheon

JANUARY— Using Video Media

FEBRUARY— Basic Records Mgt.

MARCH—Local Business Tour

APRIL— Spring Seminar

MAY— Currently Open

JUNE— Awards Luncheon

WE HOPE WE'LL SEE YOU!

September/October
2004

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Hey! We Have A Website!



Get your ARMA news here!

- Check out the new website for the Northern Colorado chapter at www.northerncoloradoarma.org. You'll find information on the Board Members, events, meeting minutes, and advertising rates.
- We want to extend a warm welcome to several new members of the Northern Colorado Chapter: Dennis LeTendre of SciBrain in Longmont; and Joseph Settanni of Optimus. We look forward to meeting all of the new members at an upcoming meeting!
- The Mile-High Chapter will be sponsoring the regional website for the Midwest—Rocky Mountain Region of ARMA. Check it out at <http://www.armadenvver.org>.
- Our President, Debra Beasley will be making a presentation at ARMA International in October! Look for her program on Oct. 6 @ 8:30 am!

**Remember to
Vote on
November 2!**

President's Perspective...

I hope everyone had a good summer! Your new Board has met already and set monthly meeting dates for the upcoming year. Please take a moment to put these dates on your calendar so you'll be available for these learning opportunities.

Dave McDermott, President of ARMA International, will speak to us on September 20, about the Nuts and Bolts of a good records management program. I'll be making my presentation about the HP/Compaq merger at the International Conference in Long Beach. And, I'm tentatively planning to present it again to our chapter at the October meeting, on October 20. Other tentative topics are: Genealogy, Video as a Recording Media, a site tour of a local business, and an Introduction to the Chapter/ARMA websites.

We are also interested in adding workshop presentations prior to our monthly meetings. These workshops would be presented by Chapter members, who have expertise in various RM disciplines (such as imaging, workflow, project management, KM, etc.) The workshop element would create speaking opportunities for the presenters, learning opportunities for members, and give us all the opportunity to learn more about each other. If you have a presentation that you would like to make, or would like to develop one, please call me so we can talk about it and get you on the schedule.

At this point, only the September meeting is 'set in stone' and we can still add topics or speakers that are of interest to our members. If you have a specific topic or speaker that you'd like to hear from, contact any Board member and we'll see what we can do to accommodate your requests.

During the summer, Dawn Wirth set up our first Chapter website at: <http://www.northerncoloradoarma.org/> Start checking it regularly for updates about Chapter activities and events.

This is your chapter. Contact a Board member and let us know what we can do to make your membership more valuable to you and your organization.

Debra Beasley

Northern Colorado ARMA President



If winter is slumber and spring is birth, and summer is life, then autumn rounds out to be reflection. It's a time of year when the leaves are down and the harvest is in and the perennials are gone. Mother Earth just closed up the drapes on another year and it's time to reflect on what's come before.

Mitchell Burgess, *Northern Exposure, Thanksgiving, 1992*



Note From The Editor...

As is all things in life, change can be good! Now having said that, it is with great delight and sadness that I announce this is the last electronic newsletter of the Front Ranger. Since technology has become a staple for information exchange in the 21st century, we here at the Northern Colorado Chapter want to keep up with the times. With the debut of our new website, the Front Ranger will morph from a newsletter originally created on a typewriter, to a newsletter created with a software program and dispersed with e-mail in PDF format., to an Internet web site. We hope you will find the website an easy place to visit for up to date news and information!

It's been a real pleasure for me to have had the opportunity to create the first electronic newsletter for the chapter and pass it on to the next phase of technology. I've enjoyed the ability, over the past several years, to be creative with the newsletter format and share information. Thanks to everyone who has provided an article or pictures to help me fill the pages. It's been fun—I hope everyone will visit our website to keep up to date on ARMA information and Chapter events!

Brenda McCoy-Manfredo, Front Ranger Editor



Message From The Past President

Wow - Outgoing President. I can't believe how time flies when you stay busy. You would think I could just kick back and help out now & then as Board Member (provide my expertise!). Well, that may be the case with our ARMA Chapter Board. These people taking over the reins are quite competent, and I have all kinds of faith that it will run like a smooth ship.

Anyhow, I take this moment to write and thank the **Wonderful** Board Members that have helped me this past year. Everybody got so busy over the summer, that I didn't have time to put this together.

Michelle Becker, as Vice President; again jumped in many times to help me out. I couldn't have done it without her. Thank you Michelle for being my side-kick!

Nancy Hofmeister, as Treasurer, again kept those books lined up and kept the bills paid. Thank you Nancy.

Jeannie Weaver, our Secretary - what more can I say about Jeannie that I haven't already told her many times. We are proud to have Jeannie as our Chapter Member of the Year! She has done an awesome job. Check out the Awards Mention of Jeannie on our Chapter Website.

Dawn Wirth, the Great Web Master! She has done an awesome job of setting up our new website. Have you seen it? This girl manages her family life, her work life, her ARMA life, and a school life, and who knows what else she tries to fit it to all of this - all along keeping that smile on her face. Keep up the great work, and thank you Dawn!

Brenda McCoy-Manfredo, our Newsletter Editor. Brenda also has taken on quite a bit of extra curricular activities, and still manages to get a newsletter put together in a timely manner, and does a fantastic job at it. Thank you Brenda, for an excellent job, and positive personality.

Kim Pals, member at large - fits the bill perfectly with her smile, attitude, and willingness to help in any capacity. She has done a great job, helping with event planning and community involvement for our Chapter. Thanks Kim.

I want to thank Paula Sutton, our illustrious region leader for her knowledge and support. She does an exceptional job as overseer of the Chapters within our Region, offers her support, guidance, and humor. I want to **Congratulate** her again on receiving a region promotion as Region Manager.

As I close, I want to thank ALL OF YOU (Chapter Members) for your continued support of ARMA activities. We have gained several new members the past few months, and I am sure that it couldn't have been done without the networking support and references that you offer with your experiences in ARMA. Thank you.

Vicki Lucero

How To Navigate The New ARMA Website

By Sheila Isaacson, Region Coordinator



In July, the Twin Cities Chapter of ARMA hosted the Midwest/Rocky Mountain Region Leadership Conference. The conference is designed to equip and empower chapter leaders to strategize, plan and conduct successful chapter programs.

One of the presenters this year was Cynthia Launchbaugh from ARMA International Headquarters. Cynthia edits and manages production of *The Information Management Journal*. Her presentation, titled *Chapter Resources*, supplied a wealth of information about the ARMA International web site for leadership. The web site, which recently got a “new look” (and much more), has a lot to offer members in various areas. During this Chapter year, I will be navigating the web site and reporting to you some of the features and information available to members.

Type www.arma.org into the address bar, click “go” and let’s get started! The home page comes up and immediately across the top gives you several choices (buttons) named *About ARMA*, *Join ARMA*, *Your Membership*, *Contact ARMA*, *Help and Search*. On the left side of this page you get numerous options listed in four categories. On the right side of the page you will see advertisements and a listing of *Upcoming Events*. If you click on each of the main headings across the top of the page it will take you to more specific information; but notice that the information down the right and left sides of the About ARMA page remains the same through the other pages i.e., *Join ARMA*, *Your Membership* etc.

Directly below that list, across the top on the “home” page, is the very first area we want to explore. Since the conference is less than a month away let’s enter the scenic box titled “ARMA International 49th Annual Conference and Expo”, October 3-6, 2004, Long Beach, CA. On this page you will find links to Online Housing reservations, session descriptions, and daily conference schedules, online conference registration, and a place to download the registration form. After clicking on the online housing reservations you will be taken to a page that lists the hotels in Long Beach, California where ARMA International has reserved blocks of rooms for conference attendees. You can complete this form electronically and your choice will go to the Long Beach Housing Bureau for confirmation, or you can download a housing form and fax or mail it to the housing bureau. A telephone number is also provided for questions only.

Securing a hotel room is very important so get your reservation settled right away. As long as you are on this page why not take the time to register for the conference either online or by downloading the form. At the bottom of this page take a look at the options you have for airports, ground transportation, and Long Beach attractions and maps. On the left side of the page is a list of additional conference and expo information. Clicking on each of the underlined areas will give you more facts about the conference schedule, special events, speakers, sessions, the expo (and your pass) and a list of the exhibitors.

I know that not all of you will be attending the conference this year. I still encourage you to explore the information about this event on the web site. As you navigate through each of the links you will be familiarizing yourself with aspects of a web site that is designed and produced for each of you, the members. This is just one of the many services that ARMA International provides for it’s members and we will be exploring more of these in the near future. Oh, but why wait for me; start exploring!

NORTHERN COLORADO CHAPTER OF ARMA
BOARD AND PLANNING MEETING , AUGUST 13, 2004

The meeting was started at 5 p.m. at President Debra Beasley's house at 3014 Stonehaven Drive, Fort Collins, Colorado. Board Members attending: Debra Beasley, Vicki Lucero, Michelle Becker, Nancy Freeman, Brad Leach, Brenda McCoy-Manfredo and Paula Sutton. Jeannie Weaver and Kim Pals arrived at 5:30 p.m. Absent: Dawn Wirth and Nancy Hofmeister.

The Board reviewed the agenda and approved it after adding a review of the member by-laws and library discussion. The treasurer's report submitted by Nancy Hofmeister was approved on a motion by Debra and Vicki seconded. Brenda offered to contact a person in the City of Fort Collins Finance department to find interest in doing an audit.

Paula discussed the new login and password to get on ARMA's intranet. There was some discussion of member escrow reports and potential member interest.

Paula passed around pictures of Leadership Conference and chapter reports given there were discussed. Vicki shared the report she had prepared for her boss at Larimer County giving the highlights relating to her job there.

The Annual Awards Meeting minutes were read and approved on a motion by Brad Leach and Brenda seconded.

New Business:

Vicki discussed the remaining need for a voided check to be given to Front Range Internet to activate the electronic funds transfer to pay the monthly fees associated with our website. Copies of Debra's and Brenda's driver's licenses will also be provided to the bank for signature purposes on our accounts there.

Committee Chairs: The Seminar Committee Chair will be Vicki Lucero with Paula and Michelle assisting her. Nancy Freeman shared an idea for an ARMA/SRMA joint seminar in 2006 and agreed to be the chair for that committee. Brad agreed to coordinate the printing of the brochure and Brenda volunteered to design the brochure. Other committee chairs are as follows: Awards - Brad; Elections - Michelle; Membership - Debra with Jeannie assisting; Publicity - Vicki; and Website Administrator - Dawn Wirth.

A discussion of the need for a newsletter followed due to having a Chapter Website and possible duplication of effort. The content needs to be supplied for both by the members and possible rewards for providing the content were discussed as a way to get articles for the website/newsletter. Brenda agreed to publish one last newsletter with the schedule for the coming year.

Monthly Board Meeting Schedule: The two locations we will be alternating the meetings between are located at the Police and Courts Building in Loveland in the Police Records meeting room and at the Larimer County Offices at 2555 Midpoint Drive, Suite A in Fort Collins. The board meetings will be held the 2nd Wednesday of the month from 3:30 - 5 p.m. The schedule is as follows: September 8 - Loveland, October 13 - Fort Collins, November 10 - Loveland, December 8 - Fort Collins, January 12 - Loveland, February 9 - Fort Collins, March 9 - Loveland, April 13 - Fort Collins, May 11 - Loveland, June - TBA

Program Schedule:

September 20 - David McDermott, ARMA International President, will be our guest speaker on a case study done at his workplace. Paula Sutton will coordinate this program.

October 20 - "Mergers and Acquisitions: A Case Study of Hewlett Packard and Compaq" workshop by President Debra

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Beasley. (Debra was originally prepared to practice her ARMA International Conference guest speaker presentation at the September meeting but has agreed to present it in Denver at an AIM program that month.)

November 17 - Geneology workshop. Nancy Freeman will coordinate.

December 10 - Holiday Luncheon. Brad Leach and Paula agreed to coordinate event with a possible comedian as our speaker.

January 13 - Video Topic. Kim Pals agreed to pursue this topic presented last year by member Kirk Kuwitzky. Debra was particularly interested in the aspect of using video clips for presentations over the internet for webinars, etc.

February 10 - RIM Basics. Vicki will ask Molly Davis to be the speaker for this program.

March 17 - St. Patrick's Day Tour of Anheuser Busch Brewery. Debra agreed to pursue a contact she feels may be able to arrange this for the chapter.

April - TBA Seminar, May 18 - ARMA Website Demo, June - TBA Awards Luncheon

Other Business

Paula agreed to relocate the chapter's Library to her office at the Northern Colorado Water Conservancy District. She will do an inventory, organize and promote the availability of the library to Chapter members as resources they can borrow for records management purposes.

Nancy Freeman brought a proposal to the Board's attention as a way for the chapter to do some community outreach. She is on the Board of the Poudre Landmarks Foundation and they have asked Molly Davis to prepare a bid to be their consultant on records management of the archives of the Avery House, Fort Collins WaterWorks and John Romero House. She is requesting a donation of \$500 - \$1000 and will make a special presentation to the board at our monthly October board meeting. The Board discussed getting vendor members in the chapter involved possibly in fundraising for this effort.

During the meeting the board enjoyed a wonderful meal of chicken, steak and homemade bread prepared by Debra with salads from Nancy and Kim. Michelle brought some delicious cookies also. Debra thanked everyone for coming and the meeting adjourned at 7:30 p.m.





Northern Colorado Chapter
Association of Records Managers & Administrators

September 20, 2004

Police & Courts Building in Loveland, CO

Nuts & Bolts

Presented by David McDermott, CRM,
President of ARMA International

Many of us have attended presentations explaining the need for record inventories and retention schedules. But how many of us know how to roll up our sleeves to get the job accomplished?

This presentation will take us through the steps J.R. Simplot Company uses to develop a record inventory and how to use that inventory as the analytical basis to begin the real work of researching and writing the retention schedule. We will discuss techniques for researching regulatory requirements, and performing administrative assessments for the actual development of

Registration 5:15 p.m. - 5:30 p.m.

Program 5:30 p.m. - 6:30 p.m.

RSVP to Kimberly Pals, at 970-962-2242 or
palsk@ci.loveland.co.us by 9/17/04.

Directions to Loveland Police & Courts Building located at 810 E 10th Street:

From Highway 287, turn east on Highway 34 (Eisenhower Blvd), to Monroe Avenue.

From I-25, take the Highway 34 exit West into Loveland, to Monroe Avenue.

Turn south on Monroe, cross the railroad tracks, and you'll see the building on the left side of Monroe Avenue. The Police Institute is inside the main entrance, to the left.