



## NORTHERN COLORADO ARMA

May-June 2007 Newsletter

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**Coming Events:** Northern Colorado ARMA Chapter-Annual Dinner / Wednesday, June 20, 2007 @ 4:00 – 6:00 / Dorothy's Catering, 2248 W 1<sup>st</sup> Street, Loveland / We'll be honoring the outgoing board members and other awards, installing new board members for the 2007-2008 ARMA year, and reviewing/accepting changes to the Chapter Bylaws and Constitution.

October 7-10, 2007

- ARMA International's 52<sup>nd</sup> Annual Conference and Expo - Baltimore, MD

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### *President's Message from Jeannie Weaver,*

Our annual seminar on April 20 in Fort Collins was a huge success! Many thanks to Nancy Freeman, Vicki Lucero, Debi Krogh-Michna, and Susan Barker for all the time and effort spent organizing this event for the chapter. Dr. Michele Faris shared with us the "Top 10 Big Mistakes Employees Make at Work" fascinating us with stories of employees who bring bad attitudes, habits, and opinions to work with them that can adversely affect their other coworkers. After our pizza buffet lunch, John Mallery shared with us his work in the computer forensics and dispute consulting unit at BKD, LLP, one of the ten largest accounting firms in the country. He spoke about employees that sometimes take valuable proprietary information from a new employer and how they leave behind an evidentiary computer forensic trail for skilled investigators to find. We all came away with a better understanding of those around us and how the "records" their behaviors produce affect so many of our work environments and spill over into our personal lives.

As we are nearing the end of the ARMA year, the board is still working on the bylaws update

to get them ready to vote on at our annual meeting on June 20. The invitation to the June 20<sup>th</sup> Dinner is on page 8. At that meeting a Chapter Member of the Year will be named as well as a new board sworn into office. We are well on the way to having volunteers for each of the board positions next year. It is so exciting to see new members stepping up to bring their talents and new ideas to plan another year for the chapter and I'm honored to be a part of this wonderful group.

Continue to check out our website at [www.northerncoloradoarma.org](http://www.northerncoloradoarma.org) for all of the Chapter's news, board minutes, and advertisements. This is your Chapter, so please let us know what we can do to make your membership more valuable to you and your organization. We would also love to increase our membership. I encourage you to start talking about ARMA with your co-workers or bring a guest to our annual meeting on June 20 to get them interested. You can reach me at 970-962-2324 if you have any questions.

Happy Spring!

## **WELCOME NEW MEMBERS!**

The following people have become members of the Northern Colorado Chapter of ARMA in recent months. We Welcome You!

Charles Cavallero, Larimer County Human Services Imaging Dept - [CavallCJ@co.larimer.co.us](mailto:CavallCJ@co.larimer.co.us)

Virginia Adams, Optimus Software Corp - [virginiaa@optimussoftware.com](mailto:virginiaa@optimussoftware.com)

Judy Hegwood, Town of Firestone, CO - [jhegwood@ci.firestone.co.us](mailto:jhegwood@ci.firestone.co.us)

Debra Hess, Town of Granby, CO - [town.clerk@town.granby.co.us](mailto:town.clerk@town.granby.co.us)

Lyndell Lee, ITI (Windsor, CO) - [eric@itechcolorado.com](mailto:eric@itechcolorado.com)

Becky Romero, Northern CO Water Conservancy District - [bromero@ncwcd.org](mailto:bromero@ncwcd.org)

Andrea Strand, City of Fort Morgan, CO - [astrand@cityoffortmorgan.com](mailto:astrand@cityoffortmorgan.com)

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### **ARMA International Membership Dues on the Rise!**

As of July 1, 2007, ARMA International's basic membership dues will increase \$25. Student and Retired membership dues will not change. Periodic dues adjustments allow ARMA International to continue to improve products and services, as well as develop new offerings for our members. Members who renew by June 30 can save \$25 by visiting [www.arma.org/myarma/renew/2007.pdf](http://www.arma.org/myarma/renew/2007.pdf).

#### **Can I renew now at the current rate?**

Yes. The July and August dues notices (mailed out in May and June) will contain information about saving \$25 on their membership renewal until June 30. Any member can renew early and take advantage of the \$25 savings offer by visiting [www.arma.org/myarma/renew/2007.pdf](http://www.arma.org/myarma/renew/2007.pdf). This offer expires June 30.

#### **How / When are we letting our members know?**

The dues adjustment notice will be reflected in the Decisions of the Board, usually posted within 10 days of the meeting. Concurrently, it will be announced as a news item in the myARMA section of [www.arma.org](http://www.arma.org). Members will also see the adjustment reflected in their renewal notices (beginning with the July notices, delivered in May). Finally, an InfoPro announcement in the May and June issues.

#### **Why are we adjusting our dues?**

Examining our dues is part of responsible governance. Dues play an important part in the fiscal health of the association and an examination of dues against the cost of the services the association provides is integral to the overall and ongoing strength of our association. On average approximately 25% of ARMA International's revenue comes from member dues, while the industry average is 43%. The association will continue to rely on other revenue-generating programs to keep this percentage low.

Additionally, the price of doing business has increased, as evidenced by rising costs of oil, paper, postage, etc. The association has also been much more aggressive in the past several years in promoting the profession and promoting the professional – through enhanced educational offerings, greater promotional efforts, and aggressive strategic alliances and partnerships.

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**Measuring Your Stress Level** – the following was provided by Dr. Michele Faris at the Spring Seminar on April 20<sup>th</sup>. Take the test, and see how your stress level fares.

### **Measuring Your Stress Level**

Drs. Thomas H. Holmes and Richard H. Rahe of the University of Washington in Seattle designed a life events scale which identifies 43 major stressful life events and assigns a number value to those events. The scale is included here to alert those with high scores to take special precautions to counteract the stress-related health risks that may occur.

(Scale on following page)

### Holmes and Rahe Life Events Scale

Circle the life events that occurred during the past year. Add the value for each of these life events and total the score.

Life Event	Value	Life Event	Value
1. Death of Spouse.....	100	23. Son or Daughter leaving home.....	29
2. Divorce.....	73	24. Trouble in in-laws.....	29
3. Marital separation.....	65	25. Outstanding personal achievement.....	28
4. Jail term.....	63	26. Spouse beginning or stopping work.....	26
5. Death of close family member.....	63	27. Beginning or ending school.....	26
6. Personal injury or illness.....	53	28. Change in living conditions.....	25
7. Marriage.....	50	29. Revision of personal habits.....	24
8. Fired at work.....	47	30. Trouble with boss.....	23
9. Marital reconciliation.....	45	31. Change in work hours or conditions.....	20
10. Retirement.....	45	32. Change in residence.....	20
11. Change in health of family member.....	44	33. Change in schools.....	20
12. Pregnancy.....	40	34. Change in recreation.....	19
13. Sexual problems.....	39	35. Change in church activities.....	19
14. Gain of a new family member.....	39	36. Change in social activities.....	18
15. Business readjustment.....	39	37. Mortgage or loan less then \$10,000.....	17
16. Change in financial state.....	38	38. Change in sleeping habits.....	16
17. Death of close friend.....	37	39. Change in number of family get-togethers.....	15
18. Change to different line of work.....	36	40. Change in eating habits.....	15
19. Change in number of arguments with spouse.....	35	41. Vacation.....	13
20. Mortgage over \$10,000.....	31	42. Christmas.....	12
21. Foreclosure of mortgage or loan.....	30	43. Minor violations of the law.....	11
22. Change in responsibilities at work.....	29		

Your Total Score \_\_\_\_\_

A total score of 150 points in one year means you have a 37% chance of becoming ill. A score of 150-300 points means you have a 50% chance of illness. Scoring over 300 points means you have almost a 90% chance of becoming ill.

### Recap of the Spring Seminar (4/20/07):

About 40 people attended the Spring Seminar at the Fort Collins Marriott on 'Managing Ourselves, Employees, and Data'. We asked attendees to complete an evaluation – 70% rated the entire day as Good to Excellent. Some of the comments received were:

- More time (many comments received stated that both presentation's could've been longer)
- Great presentations!
- A lot of information to absorb, but it was all valuable and applicable information that can be used.
- Several tips that can be used in everyday life.
- The laughter and astounding information on computer forensics helped me to understand.
- I did learn a number of things and it was fascinating as well as frightening.

The Seminar took place just a few days following the tragedy at Virginia Tech University. The Country was asked to participate in a Moment of Silence at Noon (eastern time), which occurred during the morning break. Our morning speaker, Michele Faris had the following poem (next page) she shared with the audience during this Moment of Silence:

Kindness – by Naomi Shihab Nye from ‘Words Under the Words’

Before you know what kindness is  
you must lose things,  
feel the future dissolve in a moment  
like salt in a weakened broth.  
What you held in your hand,  
what you counted and carefully saved,  
all this must go so you know  
how desolate the landscape can be  
between the regions of kindness.  
How you ride and ride  
thinking the bus will never stop,  
the passengers eating maize and chicken  
will stare out of the window forever.  
Before you learn the tender gravity of kindness,  
you must travel where the Indian in a white poncho  
lies dead by the side of the road.  
You must see how this could be you,  
how he too was someone  
who journeyed through the night with plans  
and the simple breath that kept him alive.  
Before you know kindness as the deepest thing inside,  
you must know sorrow as the other deepest thing.  
You must wake up with sorrow.  
You must speak to it till your voice  
catches the thread of all sorrows  
and you see the size of the cloth.  
Then it is only kindness that makes sense anymore,  
only kindness that ties your shoes  
and sends you out into the world to mail letters and purchase bread,  
only kindness that raises its head  
from the crowd of the world to say  
it is I you have been looking for,  
and then goes with you everywhere  
like a shadow or a friend.

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**Back by Popular Demand...**

If you missed viewing the previous two web seminars, *Tips and Tools to Spark Interest in RIM*, facilitated by Laurie Carpenter, CRM, Records Manager, Koch Industries Inc., and *The WHAT, HOW and WHO of Records and Information Management (RIM 101)*, facilitated by Juanita Skillman, CRM, FAI, Records Management Specialist for the Orange County Sanitation District, you have another opportunity! Both seminars have been archived and are available for viewing by members. To access these and other archived seminars check out this link  
[www.arma.org/learningcenter/webseminars/archive.cfm](http://www.arma.org/learningcenter/webseminars/archive.cfm).

Pictures below are from the Seminar:





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### ARMA International Educational Foundation News

The ARMA International Educational Foundation (AIEF) is currently accepting applications for its 2007 Scholarship Program. Two \$3000.00 scholarships were awarded last year to students pursuing graduate degrees in RIM. Details and applications are available on the AIEF website at [www.armaedfoundation.org](http://www.armaedfoundation.org) <<http://www.armaedfoundation.org/>>. AIEF was established by ARMA International <<http://www.arma.org/>> to be a funding source for research and scholarships in the field of records and information management. It is a 501(c)3 non-profit Foundation.

## Cubicle Etiquette

It's been said that good fences make good neighbors. The same isn't always true of cubicle partitions and workers. A cubicle isn't the same as an enclosed office. A workspace without walls to the ceiling makes you accessible, vulnerable, and more likely to intrude on the space of others. To be a good workplace neighbor, there are certain rules of etiquette to follow. And if you do, you'll not only be a better neighbor, you'll be better liked and respected as the professional you are.

**Develop a softer telephone voice than what you would use in an enclosed office.** If you have a strong voice or a tendency to become exuberant at times, practice modulating your tone and reactions to avoid overpowering and distracting your neighbors.

**Realize that most of what you say on the phone will be overheard.** Although, after a while, people do tend to block out sounds they regularly hear, arguments with your children, tirades with a bill collector, or crying scenes with your spouse will be heard by others and can be a source of embarrassment to you and your co-workers.

**Ring cell phones and extended personal conversations are a definite no-no.** Turn your mobile phone off or put it on vibrate during work hours.

**Smelly foods have no place outside the lunchroom area.** Odors quickly waft over the tops of partitions. What smells heavenly to you might be noxious to someone else.

**No cursing, throwing tantrums, or belittling others when people can easily hear what you're saying.** It could be offensive at the least and reputation damaging at the most.

**Be careful how you decorate your space.** What seems funny to you might offend someone else.

**Shelves and desktop filled with pictures of grandbabies or posters of where you'd like to retire will tell people that your mind probably isn't on your work and may stall any hopes of a promotion.** A few things, subtly positioned and downplayed, are OK; but your workspace isn't your home or private space. It's always better to have professional accessories displayed if you want to be taken seriously.

**When listening to the radio or a CD, use an earpiece.** Then, you can enjoy your favorite music or talk shows without forcing others to listen along with you.

**Never enter another person's cubicle without the equivalent of knocking.** Ask permission before you interrupt someone or enter his physical space. Although there may not be a physical door, there is (and should be) a virtual one.

**Never sneak up on a person.** Although cubicle workers should position their computers and working areas so that they can see someone approaching, there may be times when their backs are toward the entryway. Let them know you're there without startling them. Some people strategically place a mirror so they can see people approaching from their blind sides.

**Don't yell over partitions to get answers to quick questions or share something that just happened to you.** You don't know what the other person may be concentrating on at the time, and it will disturb others within hearing distance.

**If you stop by a cubicle to talk to someone and he's on the phone or otherwise occupied with someone else, come back later.** Don't lurk outside the cubicle and eavesdrop on the conversation.

**Try not to stare into all the cubicles each time you walk down the hallway.** It's better to act like the open space is really enclosed so people at least have the illusion of privacy.

**Never "borrow" items from others people's desks.** If you need a stapler or more paper clips, get them from the supply cabinet. If it's an emergency (and I mean a *real* emergency, not just an inconvenience), leave a note saying what you took.

**Don't comment on a phone conversation you overheard taking place in someone else's space.** Act like you didn't hear anything. If you're consistently hearing things that should be private, let the other person know that sound carries and, although you weren't meaning to, you (and others) can hear what's being said when he's on the phone.

*Article reprinted from Office Solutions, April 2007, written by Susan Fenner. Susan Fenner, PH.D., is manager of education and professional development for the International Association of Administrative Professional (IAAP). Contact her at [sfenner@iaap-hq.org](mailto:sfenner@iaap-hq.org)*

*The Honor  
of  
Your  
Presence  
is  
Requested*

## ARMA Annual Dinner

**Wednesday, June 20, 2007  
4 p.m. – 6 p.m.**

Dorothy's Catering Center (Map Attached)  
2248 W. 1<sup>st</sup> Street, Aspen Room  
Loveland, CO 80537

**Cost:** Free for ARMA Members and  
guests are welcome to join us for \$16.

*Please RSVP by June 15th*

**Jeannie Weaver**

**(970) 962-2324**

[weavej@ci.loveland.co.us](mailto:weavej@ci.loveland.co.us)

### **Buffet Menu includes:**

Fettuccini Alfredo with Chicken  
Broccoli/Cauliflower/Carrot Medley  
Salad Bar  
Cookies and Brownies  
Water, Tea, Coffee, and sodas  
(Vegetarian Meal upon Request)

### **Agenda:**

- Recognize Outgoing Board
- Install new board members
- Award Chapter Member of the Year
- Vote on revised Bylaws
- Presentation by Paula Sutton on hosting the 2009 Leadership Conference



Coming from the south on I-25 – Take the Highway 34 Exit West, turn left on Taft Avenue and turn right on 1<sup>st</sup> Street. Go past Dotsero Avenue and Dorothy's Catering will be on your left at 2248 West 1<sup>st</sup> Street, Loveland, CO