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ARMA Northeast Region Newsletter

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Issue: # 3

June/2010

Greetings from the Region Manager Steve Lastres



Dear ARMA Northeast Region Members,

It has been my pleasure and honor to serve as the ARMA Northeast Region Manager over the past year. I am now at the half way point of my two-year term. I am grateful to Cindi LeMay and David Pita, the Region Coordinators who have supported me.

Below, are highlights of the work the Region team has undertaken over the past year to support the ARMA Chapters that comprise the Northeast Region.

Wishing you all a wonderful summer.

Warmest regards.

Steve

Region Leadership & Development Conference

New York City, May 12, 2010 - May 14, 2010

(Please see the meeting notes and treasurer's report in this issue)

**Northern New Jersey
Chapter**

**Central New Jersey
Chapter**

Contact Us

The Region team successfully organized and hosted a two-day conference to provide leadership and professional development training for our region leaders as well as ARMA members. We had 35 attendees attend 8 programs including a half-day workshop. The completed evaluations indicated that the conference achieved its goal of providing high value programming and networking opportunities. The Connecticut and Metropolitan New York Chapters have offered to host next year's conference. A committee to scout a venue and speakers for the 2011 conference is being formed.

Region Visits

The Region team visited the following Chapters:

- Central New York
- Connecticut
- Long Island
- Metropolitan New York (scheduled for 6/15)
- Northern New Jersey
- Western New York

During the chapter visits, the Region team member reviews the following issues and provides guidance on:

- chapter governance
- finances
- education programming
- membership
- chapter publications and marketing
- ARMA international resources

Region/Chapter Monthly Conference Calls

Each month the Region team hosts a conference call for Chapter Presidents and Vice Presidents to support ongoing issues chapters may be struggling with, obtaining best practice advice from colleagues and communicating ARMA International programs and deadlines. In September 2010, the monthly conference call will be expanded to include all Chapter Executive Board members.

Region Website (www.armanortheast.org)

Under the direction of David Pita, the Region web site has been enhanced. These include:

- highlighting and marketing all of the chapter education and

social events.

- providing a speaker database that the Region chapters can tap into for ideas on speakers and topics.
- tracking information about Region speaker and leadership grants.

If you have suggestions for improvements, please send them to regionmanager@armanortheast.org

Region Leadership Meeting Notes May 12, 2010 - May 14, 2010



There were a total of 35 Attendees registered (including speakers). Two No-Show attendees, which gave a total of 33 attendees participating over the 2 days of the leadership event. This is a higher number than we've seen in a number of years.

Chapter leadership was in attendance for the following Chapters:

Central/Southern New Jersey

Central New York

Connecticut

Long Island

Metro New York City

Northern New Jersey

Western New York

ARMA International - **Trevor Mitchell**

ARMA International Board of Directors - **Galina Datskovsky, PhD, CRM**

Wednesday 5/12/10

Welcome Reception:

The Welcome reception held Wednesday was attended by approximately 20 attendees. The location San Rocco's was very accommodating and an extremely pleasant environment.

Click here to read the complete notes.

TREASURER'S REPORT

By: Cindi LeMay
ARMA-Northeast Region Treasurer

This report details the financial position of the ARMA Northeast Region through May 11, 2010.



[Click here](#) to view the report.

Upcoming Events



Region

Metropolitan New York Chapter:

June 15, 2010:

"Vendor Appreciation - 40th Anniversary & Awards Events"

Venue: Sangria 46 | NY. New York

Northern New Jersey Chapter:

June 16, 2010:

"50th Anniversary"

Venue: The Woodbridge Hilton | Iselin - New Jersey

International

Make plans now to attend ARMA International's 55th Annual Conference & Expo November 7-10, 2010 in San Francisco, California (Thursday - Sunday schedule) at Moscone Center West.

[Click here to register](#)

Region Leaders Schedule

Friday, November 5

- **Arrive in San Francisco**

- 2:30 - 4:30 pm. Region Manager/Coordinator Meeting
- 4:30 - 5:30 pm. Region Manager/Coordinator Discussion with Board of Directors

Saturday, November 6

- 8 -11 am. Region Manager/Coordinator Meeting (continental breakfast to be provided)
- 1:30 - 5 pm. Chapter Leadership day (similar to the past focusing on specific chapter operations)
- 5 - 7 pm. Region Receptions
- 7 - 9 pm. Young Professionals Reception

Best Practices: Local Chapter Control on Motions Made during a Board Meeting

By: Tony Abbate
Secretary / Historian ARMANNJ Chapter

The ARMANNJ local Chapter of ARMA International instituted the use of a Board of Directors **tally sheet** to ensure the integrity of any decision, motion or vote the Board makes in the conduct of its business at Board Meetings: whether "face to face" meetings or via teleconference arrangements. We see this as a best practice because it avoids faulty memories and it anchors the fact that a consensus was attained and, that the vote, motion or decision can be supported by the entire Board.



We also feel that this practice helps keep Generally Accepted Recordkeeping Principles (GARP) into clear focus. By use of this practice we made systemic the principles of Accountability, Integrity, Compliance and Transparency representing the conduct of the Board.

Here are some other "Best Practices" to consider:

- Having a copy of the Approved and Current Local Chapter's Bylaws
- Have a Copy of Robert's Rules of Order Newly Revised

(RONR)

- An agreed Code of Conduct as to how the meeting is to be conducted
- Have an agenda: Start and End on Time
- All Board Members have their Reports Ready to be delivered to the President ready
- Committee reports to identify progress on projects and / or assignments
- Monitor the time and value the contributions of all Board Members

Marketing Your RIM Program by:

Jason C. Stearns Jason C. Stearns, CRM, FLMI, FFSI, PCS, AIAA, AIRC, ARA



Looking for a Great Speaker?

One of Our Own Members Was Ranked #1 at the ARMA International Conference. Ask your chapter board to have Jason Stearns speak to your chapter

This session details the importance of marketing your RIM program to the enterprise. The interactive discussion covers basic marketing principles and concepts, general Information Design concepts and reviews real world marketing examples from the 2008 Cobalt Award Winner and others.

Upon completion of this session, participants will be able to:

1. Identify how to apply marketing principles in promoting your RIM program.
2. Identify steps for creating a marketing campaign and promoting RIM throughout the organization.
3. Analyze and assess best RIM marketing options based on budget, corporate culture and executive support.

The session is offered in two formats:

A one hour session - the one hour session includes all the key concepts, lively and interactive discussion, Q&A, and marketing samples

A two hour workshop - these session includes the one hour presentation and an interactive small group activity to help participants apply the concepts covered and leave the session with workable marketing ideas that they can take back to their organizations for further development.

ARMA INTERNATIONAL - Web Seminars



Evolve Your RIM Program Across Media Types Using Today's Best Practices, June 16, 2010 - Live!

Industry Intelligence Web Seminar

Title: Evolve Your RIM Program Across Media Types Using Today's Best Practices

Date: June 16, 2010

Time: 1:00. - 2:00 p.m. (CDT)

Length: One hour (45-minute presentation followed by a 15-minute Q&A)

Sponsored by: Iron Mountain

Program Summary:

Records managers are expected to build and maintain compliant, effective RIM programs. High volumes of records, changing regulations, discovery requests, and multiple media types can make this a challenge. It takes skill and patience to influence an organization's culture to become one that delivers consistency on policies. Learn from three certified records managers who have built and maintained strong enterprise-wide RIM programs.

Speakers:

Jane Connerton, CRM, has more than 20 years of experience in the field of records and information management. She is the corporate records manager for Procter & Gamble where she is responsible for establishing and enforcing standardized policies and procedures for records on all media in over 80 countries.

Tyler Selle, CRM, is the manager of corporate records and information management for Kinder Morgan Energy Partners, overseeing corporate RIM strategy and administering the day-to-day affairs of the program. Selle has more than 10 years of records and archives experience in telecommunications, state governments, private consulting, and higher education.

Melissa Strawhecker, CRM, has been in the records and

information management business since 1990, and is currently the corporate records manager for Iron Mountain. Strawhecker attained the Certified Records Manager (CRM) designation in 2007, serves on the board of directors for the ARMA Boston chapter, and is an active member of ARMA International.

Attendee Takeaways:

The attendee will learn:

- Develop a framework to evolve the current program
- Implement best practices associated with building a compliant program across media types
- Overcome challenges related to program implementation and improvement within different corporate cultures

Ideal for:

- Records managers
- Corporate counsel
- IT management
- Compliance officers

Click here to register

ARMA International Web Seminar

Title: GARP®: Principle of Retention

Date: June 23, 2010

Time: 11:30 a.m. - 12:30 p.m. (CDT)

Speaker: Dave McDermott, CRM

Length: One hour (Includes 45-minute presentation and a 15-minute Q&A session)

Sponsored by: RSD

GARP®: Principle of Retention

The principle of retention states that an organization shall maintain its records and information for an appropriate time, taking into account legal, regulatory, fiscal, operational, and historical requirements.

Retention policies are critical to the management of information, and if properly created and adhered to will reduce costs and risks to your organization. Retention policies are the foundational

component of a records management program and provide for a defensible disposition program for your organization's information, the seventh component of the GARP® principles.

Speaker:

With more than 28 years in the records and information management industry, Dave McDermott, CRM, serves as the records manager for J.R. Simplot Company, in Boise, Idaho. As project manager for Simplot's Records Department, he was instrumental in re-centralizing the company's records program and implementing record indexing software currently used throughout the company. McDermott is a current member of the ICRM board of directors where he holds the position of legislation and appeals regent. He recently completed several years of service on ARMA International's board of directors. McDermott has authored numerous articles and has presented records management topics in North American, Japan, and Austria. McDermott received the J.R. Simplot Company's Corporate Achievement Award for outstanding performance for litigation support in 1997, earned the Certified Records Manager designation in 2003, and received ARMA's Distinguished Service Award in 2008.

Attendee Takeaways:

The attendee will learn:

- The value of retention schedules in the organization
- The importance of identifying regulatory environment
- The importance of identifying key stakeholders
- The process of researching, writing, and implementing a retention policy
- The value of continuous maintenance of the retention policy

Ideal for:

- Records managers
- Corporate counsel
- IT management
- Compliance officers

To participate, please register by 11:00 a.m. (CT), Tuesday, June 22, 2010.

Click here to register

Sincerely,

Steve Lastres
regionmanager@armanortheast.org

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