

Terra Nova Times



FALL 2010

This newsletter will be published four times per year and distributed to all members free of charge through e-mail and will also be posted on our chapter website for any interested person not directly employed in the information management industry.

The intent is to format the newsletter around the concerns and interests of our members based on input from them.

We invite your comments and questions on issues and educational needs you have.

Please contact any member of our Executive if you wish to submit an article for publication.

A Note From the President

Welcome back after a great summer! With the fall season quickly upon us and our first board meeting behind us, I would like to take this opportunity to thank our out-going board members for their tireless efforts and dedication to the ARMA Terra Nova Chapter! You have all left big shoes to fill!

To the new and returning board members it promises to be a great year working together! We're off to a great start with the plans finalized for our biennial conference next month. The conference committee has put together a line up of great guest speakers. We are looking forward to seeing you there!

I wanted to say a special thank-you to Elizabeth for the great job she has done on the newsletter in the past and also thank the members of the newly formed newsletter committee...keep up the good work!

Paulette

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Board of Directors **2010-2011**

President:	<u>Paulette Crowley</u>
Vice President:	<u>Vanessa King</u>
Treasurer:	<u>Ryan Kelly</u>
Secretary:	<u>Jeanie Myrick</u>
Director:	<u>Helen Norman</u>
Director:	<u>Kim Anstey</u>
Director:	<u>Sue Taylor</u>
Director:	<u>Melissa Snow</u>
Director:	<u>Sherry De Souza</u>
Past President:	<u>Elizabeth Evans</u>
Webmaster:	<u>Cheryl Goulding</u>

Newsletter Editors (New)

Paulette Crowley
Vanessa King
Rhonda Guay
Sue Taylor
Kim Anstey

Annual General Meeting

The Annual General Meeting was held June 24, 2010 at the Bistro Café at the College of the North Atlantic. There was a great turn out with 18 people in attendance.

Treasurer's Report – Jeanne Power reported the current balance is \$2,268.02. This past year brought a big expense to the Chapter with the 20th Anniversary Reception which cost approximately \$3,000.

Membership - Helen Norman reported the year started with 50 members and finished with 60. Approximately 42% of the chapter membership is from the Provincial Government.

Education – Renee Pendergast reported a great year for Lunch and Learns. Not only did we offer many informative sessions, but the past year saw an increase in attendance by 50%.

Web – Webmaster Cheryl Goulding reported that over the summer she is hoping to get a new website ready to launch in the fall. She would like to make the website more modern.

President's Report - Elizabeth Evans thanked each person who served on the Board individually for their contribution and for helping to improve the Chapter as much as it has. She summarized the highlights of the year including the 20th Anniversary of the Chapter which she felt was the highlight of her Presidency.

Chapter Member of the Year - Elizabeth and Renee presented Helen Norman with the Chapter Member of the Year Award for her tireless efforts over the last two years as Director of Membership.

Board Vote - Brenda Prowse, Atlantic Region Coordinator for ARMA Canada announced the newly elected Board members, Paulette Crowley as President, Vanessa King as Vice President, Ryan Kelly as Treasurer and Jeanie Myrick as Secretary.

Following the AGM, the Board voted to fill the vacancies left by Paulette Crowley and Ryan Kelly for Director at Large, and Renee Pendergast's role as Education Director following her resignation. Melissa Snow and Sherry De Souza will be the new Directors at Large. Melissa will also assume the role of Education Director.





L-R: Elizabeth Evans (President), Helen Norman (Membership), Renee Pendergast (Vice President). Elizabeth and Renee presented Helen with Chapter Member of the Year.



Chapter Members L-R: Cheryl Goulding, Rhonda Guay, Jeanie Myrick, Kim Anstey, Sue Taylor, Jennifer Reid, Wanda Howlett, Ryan Kelly, Virginia Connors, Paulette Crowley



Meet the ARMA Terra Nova Board

2010-2011



Paulette Crowley
*President/Public
Relations*



Vanessa King
Vice President



Jeanie Myrick
Secretary



Ryan Kelly
Treasurer



Helen Norman
Membership Director



Melissa Snow
Education Director



Sherry De Souza
Director



Sue Taylor
Director



Kim Anstey
Director



Cheryl Goulding
Webmaster



Elizabeth Evans
Past President





ARMA Terra Nova Chapter Presents

“IM Emerging Issues & Technologies”

2010 Biennial IM Conference

Wednesday, October 20th, 2010 at 9 am-4:30 pm
Holiday Inn, Portugal Cove Road

The local ARMA Terra Nova Chapter has partnered with the Office of the Chief Information Officer (OCIO) to provide a one day conference offering local and international IM speakers. As the IM industry evolves, we as professionals must move forward to develop our knowledge in this cutting-edge technology. Join us on October 20, for educational sessions on E-discovery, Email Management, SharePoint, as well as other topics.

8:00 am-9:00 am Registration begins

Fees: Conference registration is \$125 per person.
Group rate for 3 or more are available at a cost of
\$100 per person per division.

RSVP to Renée Pendergast, Conference Chair (reneependergast@gov.nl.ca) by October 12th, 2010.

NOTE: Registration must be paid prior to day of conference. Cash, cheque, or PO's are accepted however credit cards can not be accepted.

Please send all fees/registration forms to:

ARMA Terra Nova Chapter
P.O. Box 23061
RPO Churchill Square
St. John's, NL
A1B 4J9



Tips on How to Have a Successful E-mail Clear Out Day in Your Organization

Take a look at your inbox. How many e-mails do you have sitting in specific folders for review or as an FYI? 5,100 or 20,000? Not every e-mail needs to be kept but it's finding the time to go through and eliminate those unnecessary emails can be a difficult task.

A neat idea is to initiate an e-mail clear out day in your organization. Depending on the number of people involved, start small, for instance in a particular department and work your way around until you reach everyone in your organization. Here are a few tips to help:

1. Gain Executive/Management Support
2. Communicate Executive/Management Support with staff
3. Schedule a specific time for staff to participate in the initiative & send out a meeting request (booked calendars) to all staff
4. A couple of days prior sent out tips to staff on what to delete and what to keep
5. Capture before & after snapshots – How many emails before the initiative compared to after the clear out day
6. Have knowledgeable staff available during the allotted time for questions
7. Communicate the results to the staff
8. Make the day fun!

Also, this doesn't have to be just for e-mails, shared and personal drives can have an enormous amount of information that can be deleted. Doing an activity such as this on a regular basis will show employees that they are doing their part in helping maintain proper records management.

EMPLOYMENT OPPORTUNITIES

<http://www.armacanada.org/positions.shtml>

<https://www.hiring.gov.nl.ca>

What are the A, B, C's of Record's Management?

A - Keep what must be kept

B - Shred what may be shredded

C - Understand the difference

Do you have any ideas for a Lunch-and-Learn...?

We would love to hear from you!



What's Your Power Outage Plan?

As a kid, power outages were kind of fun, weren't they? Everything that was normal and everyday suddenly became special. The glow of propane lamps, the silence of a house without TV, how everyone gathered together to stay warm and avoid boredom...

As an adult, the lights going out probably seems a lot less magical. In fact, it's likely downright annoying. You're left fumbling around in the dark, trying to find candles, occupy the kids, and keep everyone warm, safe and well fed.

But here's the thing. It doesn't have to be that way. Not if you follow a few simple tips, says John Hollohan, Manager of Safety and Health at Nalcor.

"During a power outage, the most important thing you need to do is develop an emergency plan. That way, you can lessen the impact of an outage and really hit the ground running. You know what to do, where the supplies are, and you can concentrate on making sure everyone is comfortable and safe."

Hollohan reminds us to be conscious of where we live. "For instance, if it's on the Avalon Peninsula where we get a great deal of high wind and freezing rain, power outages are a very real possibility each winter." It's hard to think compiling a plan and some emergency supplies is "wasted effort" when an outage could occur.

The first thing you need to get together is your emergency kit and work through an emergency plan with your family. The Government of Canada provides an excellent preparedness document here (<http://www.getprepared.gc.ca/fl/guide/national-eng.pdf>)

Once you have your plan and kit in place, Hollohan notes there are some additional items to consider. "The first is vital: water. If you're home uses a well, getting fresh water could become a serious issue when you are without electricity. Your pump will not operate so you should have a secondary stockpile of water on hand."

Next up? Medications. Does a loved one have a prescription that must be refrigerated? Again, this could be a problem without power. Check with your doctor to be sure of the right approach during an outage. Hollohan adds, "Also, having a week's worth of medication on hand at all times is a smart habit to get into. Just be sure to never let them expire."

Then there's cash. With Interac and credit, many of us rarely carry cash these days. But, in an emergency situation, being able to pay for needed items or assistance can be invaluable. "Try socking away around \$200 in small bills just in case," says Hollohan.

And of course, you've got to stay warm and be able to see. Those decorative scented candles are lovely, but they aren't what you need in an emergency. Keep lots of candles and lanterns on hand. If you use a generator, make sure it's outdoors to prevent exhaust gases such as carbon monoxide, a tasteless and odorless gas, from accumulating in your home which could have life threatening consequences. Also, you should NEVER tie it into your panel box yourself as current can be fed back into the electrical system and could seriously injure our utility workers as they work trying to restore your electricity.

Of course, both your cell phone and interior handheld phones need power to stay charged. Hollohan suggests, "Think about installing a regular hard line, non-cordless phone in one room of your house." A battery powered or crank radio is also a must and will allow you stay on top of the latest news casts. He also notes that you should unplug items like appliance such as your computer and television and turn off most of your lights during an outage. "This will help prevent a surge from entering your home when the power is restored and will help reduce the load on the electrical system as well."

If you see a downed power line in your yard or street, Hollohan says you should call your local emergency line and stay far away. If you're in a vehicle and a line falls on the vehicle stay in the car until help arrives. Stepping out can result in serious injury or death.

As a final word on outage safety, Hollohan notes, "Line crews have families to return home to at the end of the day too. We know that everyone wants their power back on as soon as possible, but please be aware that our crews are out in that snowstorm, or ice storm, often in remote areas, and it's important that they take the time to perform their work safely while they work to return your power."

By John Hollohan

Published with the full permission of John Hollohan.



Web Seminars

The Effects of the Economic Crisis on RIM, Sept 27th and Oct 5th

Registration Closes October 2nd.

ICRM Maintenance Credits – 1.5 hours

Objectives:

1. Learn the impact of recession on your records and information management program
2. Prioritize RIM program goals based upon risk, costs, and anticipated return on investment
3. Obtain executive level buy-in for your RIM program
4. Identify cost-saving methods for managing your RIM program

Achieving Information Compliance through Consistency, Oct 11th and Oct 19th

Registration Closes October 10th

ICRM Maintenance Credits – 1 hour

Objectives

1. Apply a consistent retention policy to physical and electronic records
2. Streamline record keeping operation, such as legal holds, discovery requests, and records destruction
3. Create standardized record inventory descriptions
4. Apply appropriate records classifications to your existing records inventory

How to Develop a Document and Records Management Strategy, Oct 25th and Nov 2nd.

Registration Closes October 23rd

ICRM Maintenance Credits – 1 hour

Objectives:

1. Explain the value of applying a strategic planning process to their organization needs
2. Compare and contrast the differences between a document and a record
3. Define a document and records management vision statement
4. Identify goals, objectives, and key performance indicators

Reference Materials



Books

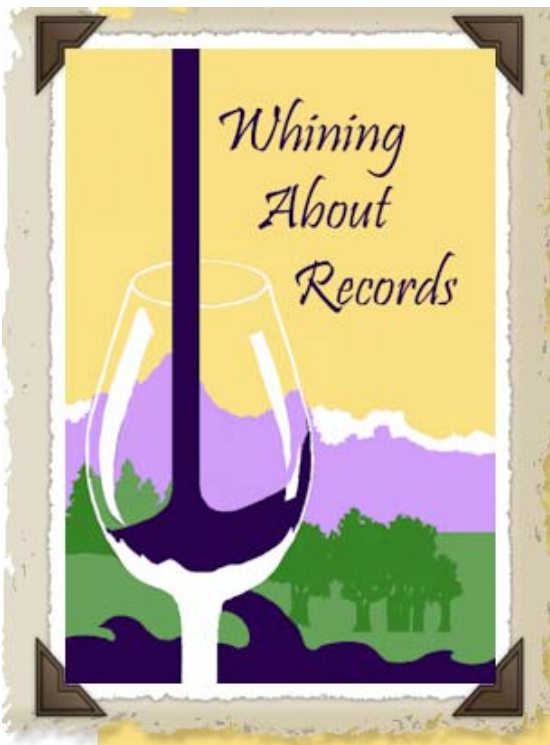
- Records and Information Management: Fundamentals of Professional Practice, William Saffady ISBN: 1-931786-17-8
- Information and Records Management: Document Based Information Systems, Robek, Brown, Stephens ISBN: 0-02-801793-5
- Records Management: Making the Transition from Paper to Electronic, David O. Stephens ISBN-13: 978-1-931786-29-4 and ISBN-10: 1-931786-29-1
- Managing Electronic Records, William Saffady ISBN: 978-1-55570-686-99



What's Happening



Charlottetown, PEI in June 2011 for the ARMA Canada Annual Conference

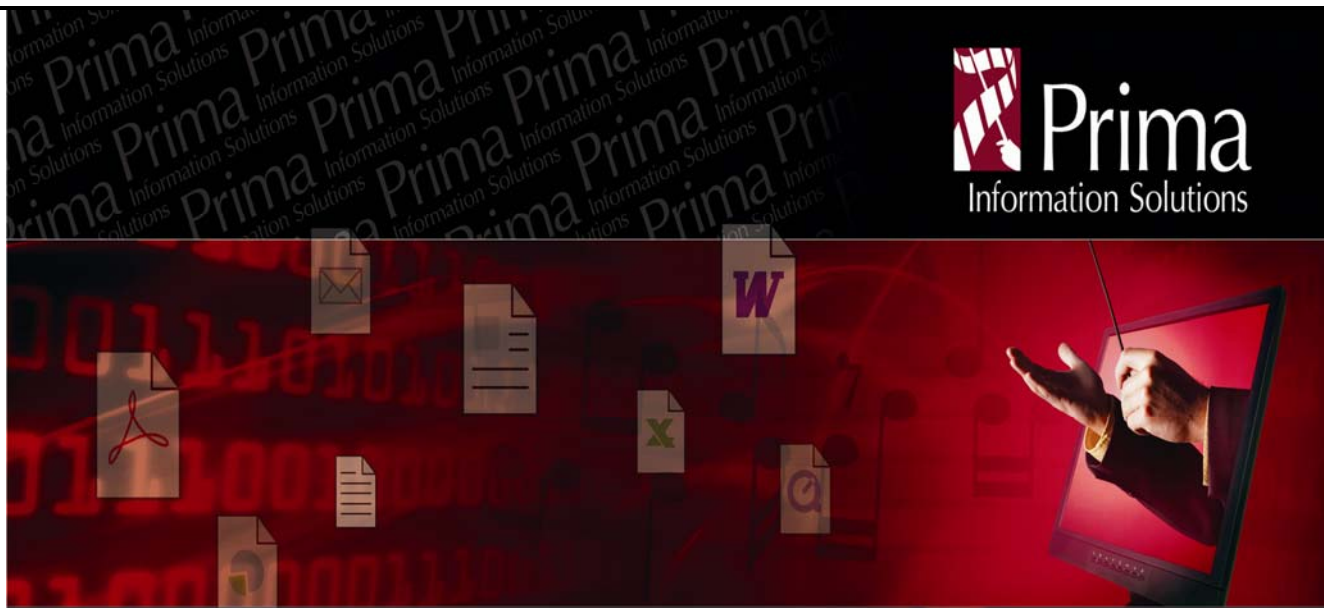


Fall 2010 Records Management Conference - Oct 12-15, 2010 Kelowna, BC




ARMA International's 55th Conference & Expo, will be held November 7-10, 2010 in San Francisco, CA





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Chapter Newsletter Advertising Rates

Reach the people who manage and use the information management products and services. Advertise in the Terra Nova Times newsletter. Great rates make it affordable to reach hundreds of people in the records management industry.

Advertising Rates are as follows:
Full Page - \$75.00 per issue
Half Page - \$50.00 per issue
Quarter Page - \$40.00 per issue
Business Card - \$25.00 per issue

Contact us for further information.

This space is available for advertising.

Call or email the Board today!

INTERESTED IN BECOMING A MEMBER?

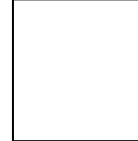
Helen Norman is the right person to answer any questions regarding membership.

Go to <http://www.arma.org> to download a membership application.

Be sure to join our local ARMA Terra Nova Chapter too!



CONTACT US



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Disclaimer

This newsletter is published on a quarterly basis. The content is offered as a source of information only and does not necessarily reflect the views of the ARMA Terra Nova Board of Directors, ARMA International, or the editor(s).

Deadline for Submission

All articles and advertisements are to be submitted in electronic format by the 15th day of the month preceding publication.

