

Nominations for Board of Directors Opens

by Craig Kelso and Will Masters

As an ARMA member, you have several opportunities for professional development in the field of records management. You are also given the opportunity to serve in a leadership capacity at the local and/or international level. Nominations for the 2004-2006 Board of Directors for the Columbia/Jefferson City ARMA Chapter will be accepted through March 19. The Board of Directors is seeking individuals interested in serving in one of four open positions. Those positions are: President, Vice President, Secretary, and Board Member-at-Large.

The Board of Directors manages the chapter. It is the responsibility of the board to plan and coordinate the monthly chapter meetings and the business of the chapter. Attendance at the monthly board meetings is required. We usually hold one or more transition meetings over the summer to help members assume their new leadership positions. If you have questions about

the specific duties of any position, please contact the current board member in that position.

Any member of the chapter is eligible to



serve on the Board. It is recommended, but not required, that the nominee for president have previous experience on the board. It is

also recommended that you nominate someone for service that is willing to serve. You can nominate someone or volunteer to seek one of the positions by contacting the Immediate Past President at: will.masters@sos.mo.gov. All nominations will close on March 19 at 5 p.m. An electronic ballot will be sent via e-mail to all current members. A two week period will be allowed to cast ballots. The new board will be

announced at the April meeting and the installment of the new board will take place at the June meeting.

ARMA International Election Update: The Results Are In

Juanita Skillman, chair of ARMA International's Election Management Committee, announces the following results of the 2004 general election:

President-Elect (2004-05)

Cheryl L. Pederson, CRM (by acclamation)

Treasurer (2004-06)

Fred A. Pulzello, MBA, CRM

Association Directors (2004-07)

Angela "Angie" Fares, RHIA, CRM

Judy K. Tyler, CRM

Dianne L. Hagan

Steven T. Gray

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Calendar

March 16 Millersburg, MO
Tour Mail and More, Inc.

April 20 Jefferson City, MO
Tour Central Technology Center

May 5&6 Columbia
13th Annual Heartland Records and Information Management Seminar

(See pages 2 & 3 for details on upcoming educational opportunities)

President's Pen

Craig Kelso, Chapter President

Greetings fellow chapter members and guests. You have an opportunity to take a leadership role at your local or international level of ARMA!

Nominations for next year's Chapter Board of Directors are being accepted through March 19. In April, a ballot will be e-mailed to all members and everyone will have the opportunity to vote. Watch for that important e-mail next month. I would like to encourage anyone with an interest in being on the Board of Directors to contact me or any of the current board members for questions about the positions. For more information on available positions, you can check out this edition's article on Nominations for Board of Directors.



If you have ever had a desire to serve on a working committee with ARMA International, they are taking applications for 2004-2005 committee membership. "Working committees generally meet twice a year, first at annual conference and then midyear, usually in Kansas City. All reasonable travel, lodging, and subsistence expenses for committee members are paid by the association for midyear meetings. ARMA also pays for an additional nights' lodging if a committee meets during conference." The deadline for applications is April 4. For more information go to ARMA's website, scroll down on the homepage, and click on the link to Committee Applications.

If you haven't checked out ARMA's website lately, you may want to visit www.arma.org. There are several features on some of the high profile issues in records management today, such as HIPAA and Sarbanes-Oxley. Also, in March and April ARMA is sponsoring "Tech Tuesdays". Each Tuesday they will offer a 90 minute web seminar on technology and the affects on records managers. The web seminars are another way ARMA International is working to bring professional development opportunities to its members.

As we head into the home stretch of our chapter year, I want to thank those who have been attending meetings - with a special thanks to those who have coordinated and conducted meetings. I think we've had some excellent and informative meetings, and I am eagerly awaiting the rest of this year's programs. I want to encourage those of you who haven't made it to many meetings this year to join us for the last four. Check out the calendar in the newsletter for dates, times and locations.

Education Opportunities

Mail and More, Inc. Tour
March 16, 2004
12:00 p.m. to 2:30 p.m.
Millersburg, MO

Please contact Craig Kelso at (573) 526-1258 or Craig.Kelso@sos.mo.gov by March 12 if you plan to attend so lunch arrangements can be made.

(For directions see page 3)



Directions to Mail & More Inc.:

From Columbia:

Turn east onto WW at the Broadway/Hwy 63 intersection by the Wal-Mart Super Center.

Travel 8.9 miles on WW. Look for the 25 MPH S curve sign and turn right in the middle of second curve, just past a small log cabin on your right.

Travel .1 mile and turn left onto County Road 351. Travel an additional .9 miles and turn left on the second concrete drive.

From Jefferson City:

Take Hwy. 54 East to intersection F at Fulton. Turn West (left) at top of ramp onto F and travel 9.8 miles to the Conoco station on the left in Millersburg (Hwy F ends and becomes WW in Millersburg). After passing the Millersburg Conoco station, drive an additional .9 miles West on Hwy WW.

Look for 25 mph S curve and turn left onto County Road 350 in beginning of first curve, across from a house on the right with a lake in front.

Travel .1 mile and turn left onto Country Road 351. Travel an additional .9 miles and turn left at the second concrete drive.

Central Technology Tour April 20, 2004

12:00 p.m. - 2:30 p.m.

2100 Stewart Drive, Jefferson City, MO

Lunch will be provided. Please contact Craig Kelso at (573) 526-1258 or Craig.Kelso@sos.mo.gov by April 16 if you plan to attend so lunch arrangements can be made.

Central Technology Tour includes:

-Lunch

-Overview of Central Technology Services

-Overview of Central Bancompany

-Document Imaging and Record Retention Presentation

-Building Tour

For directions contact JoAnn Looten at:

(800) 827-1063, ext. 6180

JoAnnL@mosers.org

13th Annual Heartland Records and Information Management Seminar

Be on the look out for a gold and black brochure that contains all the information you need to register for the annual Heartland seminar at the Holiday Inn Executive Center in Columbia, Missouri on May 5 - 6.

The seminar will be co-presented by the Saint Louis, Kansas City, and Columbia/Jefferson City Chapters of the Association of Information Management Professionals (ARMA) International.

You will have the opportunity to network with other RIM professionals during the workshops, tradeshow, and great breakout sessions. Speakers, vendors and registrants will be coming from throughout the region and as far away as Hawaii and Georgia.

ARMA International Election Update...Continued from page 1

“The election results were extremely close,” reports Skillman. “In some cases there were as few as five votes separating the candidates. What better proof that every member’s vote does count.”

According to the auditors, Mayer Hoffman McCann, 1,572 members (out of 10,143) returned valid ballots in this year’s election, which is 15 percent of the eligible voters. This number is down from 17 percent (1,636 voters) in 2003, which was down from 18 percent (1,914 voters) in 2002. Ninety-two percent of the votes (1,448) were cast electronically. Electronic ballots were e-mailed to all eligible voters except those who opted out or did not have a current e-mail on record with ARMA. Mail ballots were sent to 1,303 members this year, 124 of which were returned.

“This continued downward trend in the percentage of our members who are voting is extremely disturbing,” says Skillman. “This is one of the most important roles our members play in this association. The Election Management Committee will be exploring ways to increase participation. We welcome suggestions from members on how to turn that trend around in 2004.”

Congratulations to ARMA’s new board members. They will assume their positions July 1.

Complete voting details are available at:

www.arma.org/publications/infopro/online.cfm.

-ARMA Member Alert dated February 27, 2004



ARMABucks

“Money frees you from doing things you dislike. Since I dislike doing nearly everything, money is handy.”

*–Groucho Marx
(1890-1977)*

If there’s a problem with your account, please call your benevolent banker, Craig Kelso, at (573) 526-1258. As always, thank you for banking with us!

Barrett, Larry	\$625	Hussey, Liz	--
Binkholder, Mary	--	Jones, Willie	\$1,225
Block, Joyanne	\$250	Kelso, Craig	\$1,525
Clavert, Linda	--	Larkin, John	\$1,550
Duncan, Wayne	\$125	Looten, JoAnn	\$1,475
Fry, Larry	--	Masters, Will	\$1,725
Gibson, Robin	--	Nichols, Kathy	\$725
Hager, Sally	\$125	Nield, Tom	--
Harper, Connie	\$925	Parks, Cyndie	\$525
Harrison, Kim	--	Powell, Phyllis	\$125
Hayes, Barbara	--	Schildmeyer, Greg	\$125
Hilkemeyer, Sue	\$800	Shellman, Michael	\$1,075
Hombs, Debbi	\$775	Stegner, Mary Lou	\$125
			<hr/>
			\$13,825

Ways to Earn Those ARMABucks

Event	Amount
Attend a monthly meeting	\$125/meeting
Bring a guest to a monthly meeting	\$50/guest/meeting
Attend all monthly meetings	\$400/year
Attend a board meeting	\$25/meeting
Write a newsletter article	\$150/month
Be a Board Member	\$175/year
Attend the ARMA International conference	\$150/year
Participate on ARMA International committee	\$100/year
Participate as a chapter committee chair	\$150
Participate in a chapter committee	\$100
Recruit a new member	\$500/member
Present at a chapter meeting	\$500
Coordinate a meeting	\$150



The Power of One

EXPERIENCE THE POWER OF ONE
THE POWER OF YOU ...
DURING THE 2004 ARMA MEMBER-
GET-A-MEMBER CAMPAIGN —
THE POWER OF ONE!

“ARMA has been good to me and I have been fortunate to have the opportunity to learn more, meet more people, and sharpen some of my skills. This feeling of satisfaction can be easily explained to non-members without much effort. A positive member experience is like a marketing advertisement for ARMA.”

*Roslyn Chambers, Grand Prize winner
2002-2003 membership campaign*



Participating in The Power of One is easy!

Make a list of those you feel would benefit from a membership in ARMA. Then share your experience with them and encourage them to join by filling out an application online, or you can download applications from our web site: www.arma.org/membership/memberapp.cfm

Be sure to include your Member ID number or name on the application so that we can give you credit for having recruited that new member. We'll tally your recruits and notify you when they join.

The Power of One. You recruit one. They recruit one. And so on and so on!

Members recruiting members is the most effective way to grow a professional association. And when your association grows, you benefit through the expanded products and services it can offer.

You have an opportunity through The Power of One to impact a colleague's career in a positive way. Through ARMA, you're connecting them to outstanding **educational opportunities** and **networking** — where they can share the knowledge and solutions with others in their industry who face the same issues.

Membership in ARMA provides a platform for those who want to grow professionally — possibly as leaders in the industry. Members who get involved in ARMA can grow their leadership skills by becoming active in their local chapter, volunteering on an international committee, or possibly serving on our international board of directors.

“I told my boss, ‘I've learned more about my job in the five months I've belonged to ARMA than in the five years I've been doing it.’ You can learn more by networking with ARMA members than just reading books.”

David Brashaw, ARMA member since 1998

When you sponsor a new member, you join an elite group of professionals dedicated to Connecting Others through Recruitment and Encouragement (CORE), the CORE Club. As a member of the CORE Club, you're encouraged to connect with the new members you recruit. Be a mentor! Stay in touch with them, invite them to a chapter meeting and invite them to join your chapter. Show them how to get involved in ARMA so that they'll benefit from all the features of membership. Direct them to our web site so they can see all that ARMA offers.

More than 200 new members have joined ARMA through The Power of One. The competition is heating up! When you recruit new members into ARMA, you're in the running for some great prizes. Here's what you'll earn:

- 1 member**..... CORE Club Pin
- 3 members**.....Silver Oxford Ink Pen
- 5 members**.....Windsor Reflections Jotter (AND your name in a drawing for a chance to win a BOSE Wave Radio/ CD Player)
- 10 members**..... A special recognition plaque from ARMA, one additional entry into the drawing for the BOSE Radio / CD Player, AND your name in a drawing for the grand prize.
- 11+ members**..... For each new member recruited beyond 10, you will receive an additional entry for the grand prize drawing.

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The Power of One...Continued from page 5

Grand Prize:

- Registration for ARMA's ANnual Conference and EXPO in Long Beach, CA, Oct. 3-6, 2004
- Round trip air travel arrangements to Long Beach
- 3 nights' accommodations in Long Beach
- A gift certificate to the ARMA Bookstore to purchase any materials of your choice — up to \$100 value (no cash value)

You've grown from your experience as part of a professional association. The Power of One campaign helps you receive rewards for your efforts to bring new members into ARMA International. Share the knowledge, help raise ARMA's volunteer base, and participate! **The Power of One runs through June 30, 2004!**

"I find out if they (colleagues) want to grow. By joining ARMA, they get the latest in their specific area, but they get the opportunity to determine from other professionals if they would like to expand their horizons."

*Helen Streck, Former member ARMA's Board of Directors
ARMA member since 1987*

2003/2004 Board of Directors

Craig Kelso, President
Secretary of State's Office
600 W Main St
Jefferson City, MO 65101
(573) 526-1258
Fax (573) 526-5327
Craig.Kelso@sos.mo.gov

Will Masters, Immediate Past President
Secretary of State's Office
600 W Main St
Jefferson City, MO 65101
(573) 751-2397
Fax (573) 526-5327
Will.Masters@sos.mo.gov

Willie Jones, Vice-President
University of Missouri System
2910 Lemone Blvd
Columbia, MO, 65211-0001
(573) 882-1449
Fax (573) 884-3068
JonesW@umsystem.edu

Connie Harper, Treasurer
Mail & More
609 Nebraska Ave
Columbia MO 65201
(573) 642-8988
mailmorech@socket.net

John Larkin, Secretary
University of Missouri System
2910 Lemone Blvd
Columbia, MO, 65211-0001
(573) 882-1449
Fax (573) 884-3068
LarkinJ@umsystem.edu

Sue Hilkemeyer, Member-at-Large
Central Technology Services
1915 Stewart Drive
Jefferson City, MO, 65109
(573) 634-5600 ext 1932
Fax (573) 634-1379
sue_hilkemeyer@centraltechnology.net

Michael Shellman, Member-at-Large
Secretary of State's Office
600 W Main St
Jefferson City, MO 65101
(573) 751-4219
Fax (573) 526-5327
Michael.Shellman@sos.mo.gov

