

## 2004 – 2005 New Board Members

The following candidates were nominated in March and elected in April for a two-year term. New officers will be sworn-in during the awards ceremony on June 15<sup>th</sup> at Madison's Café in Jefferson City. Congratulations to our new board members who will assume their duties July 1.

### President – Sue Hilkemeyer

Sue has been the Project Manager at Central Technology Services (CTS) since July 2001. At CTS, Sue manages the Document Imaging Department which images documents for twelve Central Bancompany banks throughout the state. She is also currently heading a record retention project to establish regulatory and business retention requirements for both paper and electronic documents. Sue and her

husband John live in Jefferson City and have four children, Neil, Jessica, Justin and Ben. She holds a bachelor of science degree in business administration & marketing and an MBA from



Lincoln University. Sue enjoys spending time with family and friends, snow skiing; golfing, reading, exercising and community volunteer work. She joined the local Columbia/Jefferson City ARMA chapter in 2001. Sue has most recently held the office of board member-at-large.

### Vice President – JoAnn Looten

JoAnn is a records manager for the Missouri State Employees Retirement System. She has been in the field of records management since 1997. JoAnn graduated from Columbia College with a bachelor of arts degree in history and political science. JoAnn and her husband, Frank, live in Henley and have four children, Jonathon, David, Mathew, and Aaron. She spends her free time playing the piano, golfing, and scrap booking. JoAnn is currently preparing to take the CRM exam...again. She is currently the editor of our chapter newsletter.

### Secretary – John Larkin

John began his career in records management in 1984 with the Missouri Secretary of State's office where he was a record analyst helping state agencies. In 1989, he went to work for the University of

*Continued on page 5*

## In the Star...

2004-2005 New Board Members .....	1	ARMABucks .....	4
Calendar .....	1	Ways to Earn ARMA Bucks .....	4
President's Pen .....	2	New Board Members (Cont'd).....	5
Educational Opportunities .....	3	Board of Directors .....	5

## Calendar

- June 15** Jefferson City, MO  
*Installation of Officers,  
 Awards and ARMA Bucks Auction  
 (for details, see page 3)*
- July 20** Ashland, MO  
*Board Planning Meeting*

## President's Pen

Greetings fellow chapter members and guests. Our chapter year is winding down, and we know what that means, ARMA Bucks Auction time! If you haven't attended one of these, let me say it is fun and you won't be disappointed if you come. It's a chance to celebrate the hard work and dedication to excellence for the past chapter year. I hope to see every chapter member there.

There will be several other events during the evening including the announcement of the Chapter Member of the Year. Each year we have voted for an individual who has gone beyond the call of duty to make our chapter year more successful than the previous one. I can think of several people who fit that description, but we only have one award. If you feel someone deserves nomination, you can e-mail Will Masters by June 4<sup>th</sup> with a brief paragraph of why that person should be considered. If you don't nominate someone, you can still put in your two cents worth by voting from June 7-14. Be watching for the e-mail ballot sometime on the 7<sup>th</sup>.

Reflecting on the past year, I think there are several things we can be proud of as a chapter. We had more guests at meetings this year than in the four years I've been in the chapter. I think that is a testament to the quality of programs we offer and to the growing interest in records management. Our largest meeting attendance was our half-day seminar in the fall, with 31 attendees, which is more than the number of members in the chapter. Several of our meetings were organized and presented by chapter members. After a year off, we co-sponsored the Heartland Conference in Columbia, which was down some in attendance, but still had quality presentations. Speakers, vendors and registrants came from throughout the region as well as from as far away as Hawaii and Georgia. The conference was attended by 50 registrants, 17 speakers, and 14 vendor companies. I for one came away with some valuable information, and would recommend the conference to anyone.

As the end of the year approaches, it is time for me to turn over the reigns to a new president. I know I am leaving the job in very capable hands. I want to thank Sue for her willingness to step up. I look forward to working with her and the rest of the incoming board next year. I consider it a privilege to have served as your chapter president for the past two years. I would like to thank the chapter for giving me this opportunity.

I owe a special thanks to all the board members who have served with me during the last two years. Will for your willingness to share your experience, advice and encouragement. Willie, for all your suggestions and hard work on making the ARMA Bucks such a success. John, for keeping us all straight on who said what and what we needed to follow-up on. Connie and Kathy, for doing the books, and taking care of the expenses and deposits so quickly and diligently. And for Michael, Sue, and Liz, thanks for offering your opinions and helping to set up meetings. Every one of you were always willing to help in any capacity that was needed before, during, and after meetings. You made it a pleasure to lead the board. One additional big thank you goes to JoAnn Looten, for not only taking over as newsletter editor and keeping us all informed, but also for doing such a professional and thorough job.

Thanks again, and I hope to see everyone at the auction.

Craig Kelso  
Chapter President



## Educational Opportunities



It's not too early to begin your planning for ARMA International's 49<sup>th</sup> Annual Conference and Expo in Long Beach, California from October 3-6, 2004.

You can find preliminary conference information including registration and hotel pricing at [www.arma.org](http://www.arma.org). Complete registration details and the official conference housing form will be available on the ARMA Web site beginning May 28 (<http://expo.arma.org>).

## Awards, Installation of Officers and ARMA Bucks Auction – Tuesday, June 15

*Madison's Café*  
 216 Madison Street  
 Jefferson City MO 65101  
 5:30 p.m. – 6:00 p.m. Social  
 6:00 p.m. – 7:00 p.m. Dinner  
 7:00 p.m. – Auction, Awards, and Officer Installation

certificates. You'll have to come and see these items to believe them.

The dinner menu for the evening will include pasta primavera, chicken marsalla, or prime rib. All dinners are served with salad, bread, water, coffee and tea. The cost per meal will be \$10.00.

Now that you know the menu, the cost, and how much fun it will be, make plans to attend!

Join your fellow colleagues for an evening full of excitement. You'll want to take this opportunity to meet your new board members and find out who has won the coveted Chapter Member of the Year award!

Just for attending the awards banquet, you get to put a few ARMA Bucks in your pocket. Can ARMA Bucks be used to make your next car payment? Unfortunately, they cannot. But you can use those ARMA Bucks to bid on fabulous prizes such as rounds of golf, department store gift certificates, and meal

# ARMABucks

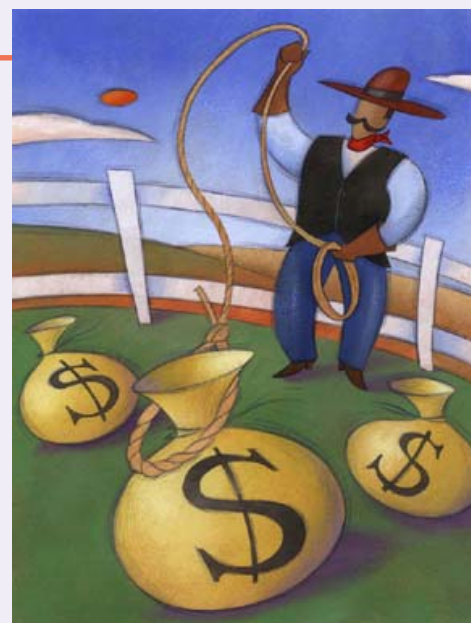
*"If only God would give me some clear sign! Like making a large deposit in my name in a Swiss bank." – Woody Allen*

Here are the current balances. 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	\$1,475	Hussey, Liz	--
Binkholder, Mary	--	Jones, Willie	\$1,825
Block, Joyanne	\$875	Kelso, Craig	\$2,175
Clavert, Linda	--	Larkin, John	\$2,425
Duncan, Wayne	\$125	Looten, JoAnn	\$2,275
Fry, Larry	--	Masters, Will	\$2,350
Gibson, Robin	--	Nichols, Kathy	\$1,575
Hager, Sally	\$450	Nield, Tom	\$450
Harper, Connie	\$2,250	Parks, Cyndie	\$725
Harrison, Kim	\$750	Powell, Phyllis	\$250
Hayes, Barbara	--	Schildmeyer, Greg	\$375
Hilkemeyer, Sue	\$1,925	Shellman, Michael	\$1,225
Hombs, Debbi	\$775	Stegner, Mary Lou	\$825
			\$25,100

## Ways to Earn Those ARMABucks

<b>Event</b>	<b>Amount</b>
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



## 2004 – 2005 New Board Members, Cont'd

Missouri System. He has spoken at ARMA educational conferences and for the Columbia Area Career Center. John was the Columbia-Jefferson City Chapter Member of the Year in 1991 and 2000. He has held most board positions at least once and this will be his second term as secretary. John is single and enjoys the outdoors, reading, woodcarving, photography, travel and auto mechanics.

**Board Member-at-Large – Willie Jones**

Willie is a records analyst with the University of Missouri System. He was drafted into the field of records management in 1993. He created the first disaster recovery manual for his department and has received hands-on disaster recovery training at the Johns Hopkins University. A local tornado disaster helped Willie put his skills to use. Willie has most recently served as Vice-President in our local chapter and has held past board positions. Willie has been happily married to Deborah for 26 years and has an eight year old daughter named Kia Celine. He enjoys target shooting, photography, and listening to jazz music. He is also the head usher for his church.

**Board Member-at-Large – Michael Shellman**

Michael is a native of Jefferson City, Missouri. He graduated from Marymount College, Salina, Kansas with a bachelor of science in business administration. Michael currently holds the position of Senior Records Analyst/Imaging Supervisor for the Office of the Secretary of State. He is also employed part-time with the City of Jefferson/Jefferson City Police Department (JCPD) as a records clerk and has been with the JCPD for over 16 years in that capacity. He is working towards CRM certification and contemplating going back to school to continue work on a paralegal degree. Some of his hobbies include running, biking on the Katy Trail, reading, listening to and expanding his music collection, camping and/or hiking.

2003/2004  
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