

July 2006
Canada Region Team

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ARMA CANADA

NEWSLETTER 2006



Region Manager's Message:

Welcome to the 2006-07 ARMA Canada year! I hope you are having a wonderful summer. It's the time to kick back with regional celebrations and family outings.

By now, your Chapters have had their Annual General Meeting and election of officers for the upcoming year. To the returning board members – Welcome to another year and congratulations to the newly elected/appointed persons. To those who have ended their term, thank you for all your dedicated work.

I would like to welcome a new member to the Region Leadership team. Alexandra (Sandie) Bradley, CRM from the Vancouver Chapter. She replaces Gita Werapitiya as Mountain/Pacific Coordinator. Sandie is a long time member of ARMA who just completed her term as Chapter President. Sandie brings lots of experience with her and is looking forward to serving the Vancouver, Vancouver Island and Calgary Chapters.

Our spring has been busy! Our 2006 "New Challenges, New Dimensions" conference was a great success! Over 400 delegates, chapter leaders, exhibitors took part in event. Katherine Chornoboy, Toronto Chapter member and Host Chapter Chair and her Team did a wonderful job organizing and planning every detail. Thanks also go out the Canadian Region team – Bernita, Kit, Leonora and the Coordinators for participating and assisting this event.

And Chapter Leaders from Coast to Coast met prior to the Conference to attend Leadership Meetings. We were very fortunate to have Terry Carter, from Carter & Associates Ltd., speak to the Leadership on liabilities and challenges for not-for-profit organizations. We had Cheryl Pederson, CRM, Tom Killam & Rick Weinholdt representing ARMA International speak on the ARMA Core Competencies Project, ARMA International Services to Chapters and the Region and a report on the Leadership Task Force. Preston Shimer spoke on the ARMA International Education Foundation and Sheila Taylor, CRM gave Leadership an update on CLARA.

PB

Get Involved!

The Standards Development Committee invites you to participate on the External Review Task Force

About Standards Development Committee (SDC)

Standards development is a major activity for ARMA International at both the national and international levels. The Standards Program develops guidelines, technical reports, and American National Standards Institute (ANSI) standards to address new issues in records and information management (RIM) under the direction of members of the ARMA Standards Development Committee (SDC).

ARMA External Review Task Force

In addition to standards development, the SDC participates in the standards development processes of other organizations when a RIM perspective is relevant. The External Review Task Force reviews and provides comment on a wide variety of RIM standards, technical reports, and best practices. The varying nature and broad scope of the documents reviewed by this task force requires the participation of members with a diversity of knowledge and expertise.

Join Now

Volunteers are needed to establish a pool of RIM specialists with expertise in a wide variety of technology and information management-related topics: indexing/taxonomy, legal issues, technology, business practice analysis, information security, retention issues, quality issues, electronic records, compliance/risk management, archival management, and management principles.

Limited Time Commitment

Task force members will be called to participate only in their indicated areas of expertise for a few hours of their time, as their schedules permit. Your contribution will help ARMA formulate official comments to other organizations and enable you to enhance your own knowledge, share your ideas and expertise, and make a rewarding contribution to the advancement of the RIM profession.

How to Volunteer

Volunteers interested in joining ARMA'S External Review Task Force should complete the ARMA International Standards Task Force Application located at www.arma.org. Please list areas of expertise and interest in the "Relevant Experience" box on the form. ARMA members and others are also encouraged to pass this "Call for Volunteers" along to other RIM professionals who might be interested in this important opportunity.

Past Commenting Opportunities

- Sedona Guidelines: Best Practices Guidelines and Commentary for Managing Records in the Electronic Age
- NARA 36 CFR Part 1228 - Federal Records Management: Media Neutral Records Schedules and 36 CFR Part 1234 - Records Management; Electronic Mail Electronic Records; Disposition of Records
- NFPA 232: Standard for the Protection of Records
- ISO PDTR 18492 Electronic imaging - Ensuring long-term access to document -based information
- NISO Z39.84-200x Syntax for the Digital Object Identifier

Questions

Questions about the task force and its responsibilities may be addressed to

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or

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The Countdown Begins!!



ARMA Canada's 2007 Conference will be held in Winnipeg, June 3-6, at the Delta Winnipeg.

Plan Now to ATTEND what will be Canada premier Records and Information Management event of 2007.

The Conference Committee is gearing up to make this the best combination of RIM education, vendor showcase and networking opportunity you have encountered.

Come and experience the spirit of Winnipeg! Look for more updates soon!

CLARA UPDATE

The 2006/07 Canadian Legislative and Regulatory Affairs Committee (CLARA Committee) is in the process of planning its work program for the current committee year which will end on June 30, 2007. Look for an update from CLARA in the near future.

The following individuals are members of the 2006/07 CLARA Committee:

<u>Committee Member</u>	<u>Province</u>	<u>Chapter Membership(s)</u>
Kit Bright	Alberta	Calgary Chapter
Paul Cormier	Ontario	SWO Chapter
Paul Fisher	Ontario	SWO Chapter
Terry Fitzgerald	Ontario	Toronto Chapter
Uta Fox	Alberta	Calgary Chapter
Rob Gerrie	Ontario	Toronto Chapter
Johanne Lessard	Quebec	Montreal Chapter
Shelley Sapieha	Alberta	Calgary Chapter
Sheila Taylor (Chair)	Ontario	SWO and Toronto Chapters

According to CLARA's Administrative Letter, the committee may consist of up to 10 members plus the Chair. If you're interested in applying for the 2006/07 committee, please contact Sheila Taylor at staylor@condar.ca or call 905-702-8756. To broaden CLARA's geographical representation, applicants from provinces/territories other than those already represented on the committee are particularly welcome.



ARMA Canada Conference 2006

“NEW DIMENSIONS, NEW CHALLENGES”

Thank you for making the 2006 ARMA Canada Conference a success
2006 was a year of firsts! It is the first year for:

- an Education Corner;
- a Vendor Presentation Room; and
- Speaker Session Handouts available on-line prior to and after the Conference.

The ARMA Conference 2006 proceedings on-line have been updated with all proceedings available as of June 8, 2006.

To access the proceedings click on this link

<http://www.armacanada.org/sessions/programs.shtml>. The security has been removed from the page so it will open and display the list of sessions.

2009 Canadian Conference to be held in Edmonton, Alberta

At the Leadership Meetings, held recently in Toronto, Edmonton Chapter Leadership made a formal presentation inviting ARMA Canada and its members to come to Edmonton in 2009.

These members are not afraid of anything! They are willing and excited about taking on the challenge of hosting this conference and have already put some ideas together on the “how’s and the what’s”.



Congratulations to the Edmonton Chapter!

ARMA Canada Committee Updates

Five committees are now established to assist with the development of policies and procedures for the smooth running of the region. They are:

- Administration & Communications Committee (Joe Kulyk, lead)
- Finance Committee (Kit Bright, lead)
- Conference Committee (Bernita Cogswell, lead)
- Education Committee (Ken Oldenburger, lead)
- Awards Committee (Valdene Wager, lead)

Chapter leaders have been assigned to each committee and meetings have been held. As one can understand, this is a slow process and as volunteers, it is very difficult to accomplish the tasks outlined quickly. Thank you for your continued support to these committees.

Region Tidbits

The final figures are in from the Toronto Conference and we are now awaiting word from our auditor for the Audited Financial Statements. When we receive this, we will publish this information on our website and notify the Canadian Chapter leaders.

Congratulations to **Gita Werapitya** who is our Board Member representing Canada at ARMA International. Gita's hard work and dedication to ARMA Canada is appreciated and Gita will be a welcomed addition to the Board.

Sandie Bradley is now the Western/Mountain Coordinator responsible for Calgary, Vancouver and Vancouver Island Chapters. Sandie brings a wealth of knowledge and experience to ARMA Canada. We welcome her on board!

Katherine Chornoboy replaces Gita W. as new Director of Program (Conference) for ARMA Canada. Katherine has a proven track record as Host Chapter Chair of the 2006 Canadian Conference.

Welcome & Good Luck to ALL!



New Certified Records Managers



The Institute of Certified Records Managers announced recently the new Certified Records Managers, effective July 1, 2006. Congratulations to the following from Canada:

Rosemary C. Watson, CRM
Margaret B. Russell, CRM
Stephen M. Neilly, CRM
Pierette Hodnett, CRM

Brampton, Ontario
Calgary, Alberta
Red Deer Alberta
Vancouver, British Columbia

DID YOU KNOW.....

That a "clearing house for seminars, symposia and other educational opportunities from across the country has been set up on the ARMA Canada Website? If your chapter is interested in submitting information about your activity, we'll put it up.

Contact Leonora, the ARMA Canada webmaster at lkcasey@telus.net with your information.

ARMA International's 51st Annual
Conference & Expo
 Henry B. Gonzalez Convention Center

Join us in **San Antonio, TX, October 22-25** for the premier event in records and information management. You'll find more than 90 educational events offering solutions, best practices, and the latest technology tools – plus pre-conference sessions on Electronic Records Management and RIM in the Petroleum and Utility Environment.

Register today at
www.arma.org/conference

ARMA '06
 SAN ANTONIO
 OCTOBER 22-25

Leadership Agenda for San Antonio

(subject to change, look for updates by e-mail)

Friday, October 20, 2006

8:30 a.m. – 3:00 p.m. Leadership Training Day (Region Mgrs, Coordinators, Chapter Boards)

3:15 p.m. – 4:45 p.m. Region Managers and Region Coordinators meeting (moved from Sat morning, per our conversation)

5:00 p.m. – 6:00 p.m. Region Managers meeting

Saturday, October 21, 2006

12:45 p.m. – 3:15 p.m. Leadership training session (Region Mgrs, Coordinators, Chapter Boards)

3:30 p.m. – 4:30 p.m. Breakout by function – Membership Chair, Administrative, Website, meeting planning, etc.

4:30 p.m. – 5:30 p.m. Region networking event – this will be a combination of the region meetings and the First Time Attendee networking event. This will allow your current members and leaders in your region to meet new attendees and network among new/previous attendees. This will also be a time for your chapters and the region to bring materials to promote and distribute to attendees.

Sunday, October 22, 2006

8:00 a.m. – 9:30 a.m. Association General Meetings (open to everyone)

9:45 a.m. – 11:15 a.m. Candidate Forum

Plan to attend. More details will follow as topics are finalized for Leadership Meetings.

SEE YOU THERE!!