



Po Box 6624 Station D
Calgary, Alberta T2P 2E4
armacal@arma.calgary.ab.ca

ARMA Calgary Chapter

President's Annual Report

July 1, 2008 to June 30, 2009

The Calgary Chapter of ARMA International Board theme for 2008 - 2009 is "The Future is Ours". Through this theme the Board has embraced many challenges and technologies adding continually to the mission to educate, advocate and provide resource to the membership. The 2008 – 2009 Calgary Board consists of dedicated professional that I am truly proud to have the opportunity to work with. Their hard work and commitment to the Records and Information Management Profession is highlighted below:

- Do largely to the efforts of Joanne Wiens (Web Administrator) and Stian Rorstad (Webmaster) The Chapter's Website was completely revamped to be highly professional.
 - The new site was given new domain specific addressing www.armacalgary.org, in so doing the site was removed from the government of Alberta affiliation and dependency.
 - Board Member domain specific email addresses and the ability to retrieve email from the site was added.
 - The new site has a newly designed taxonomy; a site specific Google content search engine; and the ability for employers to add their own job postings.
- Along with the new Web site launch the provider was able to create a Content Management System (CMS) that allows for Board Members to post monthly reports, agendas and minutes to a common single source of truth location. This effort has eliminated duplicate copies sent to all Board members email boxes; as well reduced the amount of paper printed for monthly board meetings.
- After the 2007-2008 Strategic Planning session facilitated by Rick Weinholdt; Barbara Bellemy, Vice President was able to successfully facilitate and document the 2008-2009 Strategic Plan. Nine Strategic Plan items have been successfully completed this year.
- All Board members signed ARMA International's conflict of interest guidelines.
- Early in the year the PR and Marketing, Director was unable to continue their commitment to the board and the President resumed these responsibilities until January 2009 when a replacement was found in Liz Springer.
 - During the fall of 2008 additional Brochures were printed.
 - Special thanks to member, Robert Heikkila and Non-member Edwin Malate for ensuring the booth was set up at all Information Session and Luncheon events.
 - Special Thanks to Liz Springer for arranging the booth at the SAIT Career Directions just over one month after accepting the position; Liz arranged to take the booth and set it up

prior to 8am, all during a snow storm! Over 200 brochures were distributed and at least one new member was generated from this event.

- In the fall the chapter was approached by Infonex, to help with an Electronic Records Management Conference in April. Many Board and Chapter members were speakers at this event. In the PR and Marketing role, I worked with ARMA International and Infonex at securing a discounted rate to all ARMA members and a location for the chapter booth.
 - As Chapter President and representative to ARMA Calgary and ARMA International; I Chaired the Infonex, Electronic Records Management Conference. This facilitated me the opportunity to discuss the benefits of ARMA membership and at least one new member was generated from this event.
 - One of the Speakers was the President of AIIM Western Canada through this event we were able to demonstrate unity of ARMA and AIIM in Calgary in support of the Information and Records Management Profession.
- The Chapter continues to be involved with SAIT's IRM (Information and Records Management) Advisory committee.
 - Membership continues steady at 300+ thanks to the hard work of the Membership director Anna Grodecki and volunteers Jacquie McGowan and Patricia Bee.
 - Thank you to Ken LaPointe, Archivist for updating the Retention Schedule and advising on the disposition of 2 boxes of Records.
 - Robert McLauchlin, Director of Education, solely coordinating a successful Fall Education Seminar by the Gimmel Group on "Successful "Enterprise" Content and Records Management Programs " featuring Susan Cisco's on the "Big Bucket " theory of retention management.
 - Through the energy of Programmes Director, Jessica Arts The monthly Information Sessions and Luncheon this year have been outstanding, including ARMA Core Competencies; Project Management skills and back to basic on conducting a successful Trim. Thank you Jessica also, for renegotiating our contract with the Chamber of commerce during these tougher economic times.
 - This year Newsletters continue to be outstanding and professional, many thanks to Justin Kennedy, The Newsletter editor for the dedication to the timelines in completing each edition. As well , Justin continues his own "Tech Talk" column; providing members with technical information such as spurl, Martindales Calculators Online and www.Cuil.com (an old Irish word for knowledge)
 - Margaret Russell, the CRM liaison, as well as continuing to bring relevant CRM information to the monthly newsletter; Margaret has started a new column "Ask the CRM" which is most interesting for those who are considering or who are in the process of writing the ICRM exams.
 - The Nominations committee under the guidance of Past Presidents Uta Fox and Pat Hershey again brought forth a full slate of candidates for the 2009-2010 year.

It has been my pleasure to work with each and every volunteer and member to the Board this year. They are a group of individuals dedicated to the advancement of the Records and Information Management field.