

ARMA
The Frankfort – Bluegrass Chapter



“Race To The Finish”

The Frankfort – Bluegrass Chapter
Continues to

Build Strategic Partnerships for Success by
Integrating Records Management Functionality into
New Technologies, thus taking Records to the Next Level

**Small Chapter of the Year
Award Submission
June 2004**

ARMA International

Chapter Verification Certificate

I hereby certify that I have reviewed the enclosed Chapter of the Year Award submission and that the information submitted herewith is a true representation of the Chapter activities and achievements for the period of July 1, 2003 through June 30, 2004.

| | |
|---------------------|---|
| Chapter | <u>Frankfort – Bluegrass ARMA Chapter</u> |
| Name (Print) | <u>Lisa D. Wilson</u> |
| Title | <u>President</u> |
| Signature | _____ |
| Date | <u>June 17, 2004</u> |



INTERNATIONAL

The Association for Information Management Professionals

REGION MANAGER REVIEW CERTIFICATE

I hereby certify that I have reviewed the enclosed Chapter of the Year Award submission for its completeness.

CHAPTER Frankfort – Bluegrass ARMA #093

NAME Komal Gulich, CRM

DIRECTOR OF **GREAT LAKES REGION MANAGER**

SIGNATURE _____ **DATE** _____

**Frankfort – Bluegrass ARMA Chapter
2003 – 2004 Chapter of the Year Award Submission**

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- ◆ Several Members of Local Chapter involved in ARMA Internationals Industry Specific Groups
- ◆ Networking: Chapter Members speak to different groups in the community on Records Management

Summary of the Chapter's Year

After winning Small Chapter of the Year in 2003, The Frankfort – Bluegrass ARMA Chapter decided to reach for the stars and continue to strive for the best that we could be at the first Board meeting. With newly elected officers the planning stage began. The Board's focus was to go with the success of the last year and add to that by stepping up the educational portion of the meetings and by making our chapter visible in the state and local communities as a resource for Records and Information Managers in Kentucky.

The Board developed a plan of action to strengthen the chapters educational programs and professional development with our main goal being quality service to our members. We knew that the Chapter had to become efficient and vigorous in order to maintain our current level of membership. We offered more networking opportunities and better communication to our current members and to any prospective members than ever before. When looking for speakers, we looked at the quality and value of the topic, verses the cost.

The chapter had a few exciting moments this past year. At the first meeting of the year, the local news station covered our meeting and interviewed the President. Portions of the meeting aired on local TV at the 5:30 p.m. and 6:00 p.m. newscast. The Mayor of the City of Lexington was a guest at the meeting. The chapter celebrated its 25th Anniversary at Kentucky Department of Libraries and Archives ("KDLA") in Frankfort, with some of our founding members in attendance. KDLA is where The Frankfort – Bluegrass Chapter came into existence. We announced the Orville F. Boes Scholarship at our 25th Anniversary celebration. We are excited to have a member that achieved CRM status and to have another member as a CRM candidate. The chapter became involved in the community and once again was recognized by the people it touched, as an association of professionals who care. Last but not least the chapter maintained its newsletter, website, chapter pin, FAQ pamphlet, membership and increased monthly meeting attendance.

- ◆ Chapter received news coverage from Channel 36, a local news station
- ◆ Chapter announced the Orville F. Boes Scholarship
- ◆ Chapter currently has a member that achieved CRM Status
- ◆ Chapter has a member that is a CRM Candidate
- ◆ Chapter acquired Proclamation from the Mayor of the City of Lexington, proclaiming April 2004 Records and Information Management Month
- ◆ Chapter acquired Proclamation from the Mayor of the City of Richmond, proclaiming April 2004 Records and Information Management Month

- ◆ Chapter redesigned and maintained the Post Times, chapter newsletter which increased revenue for the chapter
- ◆ Chapter redesigned and maintained the Web Page
- ◆ Chapter Meetings were focused on education and professional advancement
- ◆ Chapter involvement in the community – Thanksgiving Food Drive
- ◆ Chapter made its presence known to companies in the region, by recruitment drive mailings and workshop announcement

The Members of The Frankfort – Bluegrass Chapter of ARMA are excited about this past year's accomplishments. Our theme this year – Race to the Finish “Building Strategic Partnerships for Success by Integrating Records Management Functionality into New Technologies, thus taking Records to the Next Level” seems only fitting, considering the extraordinary accomplishments of the chapter as a group. This year's accomplishments are something the entire association and local chapter can be proud of. The members of The Frankfort – Bluegrass ARMA Chapter, in light of the accomplishments outlined above, enthusiastically submit its third consecutive submission for Small Chapter of the Year.

Introduction

The History of The Frankfort-Bluegrass Chapter of ARMA is as follows.

On May 18, 1979, eleven interested individuals met in a conference room at the Division of Archives and Records Management in Frankfort, Kentucky to organize a local chapter. Paul Bond was selected chairman. The chapter was named The Frankfort-Bluegrass Chapter of ARMA.

A result of the May 18, 1979 meeting, committees were named, chairmen selected, and plans developed. Officers were elected at the second meeting on June 5, 1979 and the constitution was adopted. Twenty-one members signed the charter application, which was forwarded to ARMA International headquarters for approval.

The first general membership meeting was held at the Statesman Restaurant on August 15, 1979, with 30 members and guests in attendance. Mr. Gerald Hegal presented the charter and installed the officers.

As The Frankfort-Bluegrass Chapter of ARMA celebrates its silver anniversary, it is clear that the chapters' goals and strides for professional and educational advancement are still as prevalent as ever. The world of Records and Information Management is ever changing and the Frankfort-Bluegrass Chapter of ARMA gives Records Managers in the Bluegrass Region the necessary educational opportunities to remain top-notch professionals.

The chapter also offers networking opportunities and educational meetings, which entertain an expert in the field of Records and Information Management monthly. The Frankfort-Bluegrass chapter of ARMA provides a forum for Records Management concerns. The chapter leadership works hard to meet the needs of its membership as demonstrated through the Chapters' activities in 2003-2004.

The history and vision of the local association is the foundation, which has given opportunities for individuals to grow professionally as leaders in and among their peers. The Frankfort-Bluegrass Chapter of ARMA currently has 26 members and an average monthly meeting attendance of 16 attendees per month.

The Frankfort-Bluegrass chapter will continue to “**Race To The Finish by Building Strategic Partnerships for Success by Integrating Records Management Functionality Into New Technologies, thus Taking Records to the Next Level**”.

History of Kentucky



Kentucky was the first region west of the Allegheny Mountains to be settled by American Pioneers. James Harrod, established the first permanent settlement at Harrodsburg in 1774. The following year Daniel Boone, who had explored the area in 1767, blazed the Wilderness Trail and founded Boonesboro. Politically, the Kentucky region was originally part of Virginia, but early statehood was gained in 1792. During the Civil War, as a slaveholding state with a considerable abolitionist population, Kentucky was caught in the middle of the conflict, supplying both Union and Confederate forces with thousands of troops.

In recent years, manufacturing has shown important gains, particularly in automotive assembly and parts manufacturing. Kentucky also prides itself on producing some of the nation's best tobacco, horses, and whiskey.

Corn, soybeans, wheat, fruit, hogs, cattle, and dairy products are among the agricultural items produced. Among the manufactured items produced in the state are motor vehicles, furniture, aluminum ware, brooms, apparel,

lumber products, machinery, textiles, iron and steel products. Kentucky also produces significant amounts of petroleum, natural gas, fluorspar, clay, and stone. However, coal accounts for 90% of the total mineral income.



Louisville, the largest city, is famed for the Kentucky Derby at Churchill Downs.

The Bluegrass Country around Lexington is the home of some of the world's finest racehorses and home to the University of Kentucky Wildcats, SEC and NCAA Champs. Other attractions are Mammoth Cave, the George S. Patton, Jr. Military Museum at Fort Knox, and Old Ford Harrod State Park.



High Bridge, located in Wilmore, is the highest railroad bridge over navigable water, in the United States.



Kentucky's Flag, placed on a navy blue field, is the seal and words "Commonwealth of Kentucky". The two people on the seal, a pioneer and a statesman, represent all the people. They are acting out the meaning of Kentucky's motto: "United We Stand; Divided We Fall". Sprays of goldenrod extend in a half circle around the picture.

Famous Kentuckians include greats like Muhammad Ali (Boxer), Rosemary Clooney (Singer), Jefferson Davis (President of the Confederacy), Casey Jones (Locomotive engineer), Abraham Lincoln, (U.S. President), Loretta Lynn (Singer), Patricia Neal (Actress), Kevin Richardson (Singer – Backstreet Boys), Diane Sawyer (Broadcast Journalist) and many more.



Chevrolet Corvettes are manufactured in Bowling Green, KY. Toyota Camry's, and Avalon's, are produced in Georgetown, KY.



The song “Happy Birthday to You”, was the creation of two Louisville sisters in 1893.

Post-It Notes are manufactured exclusively in Cynthiana. The exact number made annually of these popular notes is a trade secret.

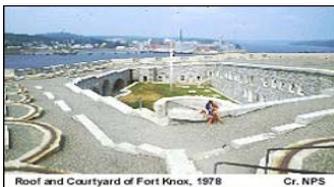
The radio was invented by a Kentuckian named Nathan B. Stubblefield, of Murray, in 1892. It was three years before Marconi made his claim to the invention.

Middlesboro is the only city in the United States built within a meteor crater.



Mammoth Cave, is the world's longest cave and was first promoted in 1816, making it the second oldest tourist, attraction, in the United States. Niagara Falls, New York, is first.

Cumberland is the only waterfall in the world, to regularly display a Moonbow. It is located just southwest of Corbin.



More than \$6 billion worth of gold, is held in the underground vaults of Fort Knox. This is the largest amount of gold stored anywhere in the world.

Pike County, the world's largest producer of coal, is famous for the Hatfield-McCoy feud, an Appalachian vendetta that lasted from the Civil War to the 1890s.

As you can see, our state and its people have a lot to offer.

SECTION I

EDUCATIONAL/PROFESSIONAL DEVELOPMENT

Executive Summary

The Frankfort – Bluegrass Chapter of ARMA had a goal of enhancing the quality of educational programming that the chapter provides at local association meetings. This goal was accomplished by interesting monthly meetings, which featured an expert in the field of Records and Information Management. The opportunity for additional professional growth and educational development was achieved by activities such as, a Spring Workshop and the Leadership Conference.

Chapter Educational Opportunities

- ◆ Chapter Meetings
Eight Educational Chapter Meetings were held
- ◆ Chapter Workshop
“Information Technology & Records Management: Building Strategic Partnerships for Success” and “Electronic Document Management (EDM): Integrating Records Management Functionality into EDM Solutions”. Speaker: David O. Stephens, CRM, FAI

Chapter Members’ Participation in other ARMA Educational Events

- ◆ Participation at the ARMA International Conference
- ◆ Participation with other ARMA chapters in the Region
- ◆ Chapter Member Participation in ARMA Internationals ISG’s
- ◆ Chapter Member Participation in ARMA Internationals Web Seminars

SECTION I
EDUCATIONAL / PROFESSIONAL DEVELOPMENT
Narrative

Chapter Educational Opportunities:

♦ Chapter Meetings:

- 9/18/03 - **Effects of 9/11 – A Human and Business Perspective**
Presented by: John Welsh, Chaplain for the Lexington Police Department and Kathy Adair, CRM, Records Improvement Institute.

John Welsh, Chaplain for the Lexington Police Department, went to New York shortly after the catastrophic events of September 11, 2001. John shared some of his experiences as he assisted people after the tragedy. Kathy Adair, CRM, talked about the effects of September 11 from a records management/ business perspective.

- 10/16/03 - **Collecting Records Management Statistics: Adding Muscle to Your Report**
Presented by: Dr. Eugenia K. Brumm, CRM of Owens Corning.

Dr. Brumm discussed RIM functions that operate without collecting statistics about RIM program elements operate at a disadvantage. Statistics about operations can provide evidence of productivity, efficiency and cost. Her presentation delineated the types of statistics that can be captured in RIM operations, and she provided suggestions of ways that these statistics can be used.

- 11/20/03 - **Permanent Public Access to Electronic Government Information**
Presented by: Michael Whiteman, Associate Dean for Law Library Services and Information Technology for Northern Kentucky University.

Dean Whiteman's presentation focus on the findings from the report issued by AALL on Permanent Public Access to Electronic Government Information.

- 12/18/03 - **Christmas Party Social – Fundraiser/Auction**
Auctioneer Ed L. Thompson, Jr., USDA/NRCS (Auctioneer Rector Hayden)
- Members donated items to be auction off at our annual Christmas Fundraiser. This is a great time to spread the holiday cheer and it's a great networking opportunity.
- 1/22/04 - **Life Balance and Stress Management: Some Essential Basics**
Presented by: Christopher Bauer, Ph.D., Bauer Coaching.
- Dr. Bauer's presentation focused on stress management as well as easy, practical relaxation techniques.
- 2/11/04 - **RM Standards and Recent Regulations**
Presented by: Diane Carlisle, CRM, Director of Professional Resources for ARMA International.
- Ms. Carlisle presented an overview of the standards development process and reviewed key standards that affect the records and information management profession. With particular emphasis on the ANSI standards process, ARMA International standards, microfilm and imaging standards, standards for records protection and ISO 15489, the new international standard for records management.
- 3/18/04 - **An Update on ARMA International**
Presented by: Gillian Marsham Hill, Region Coordinator.
- Gillian gave us an update on new programs and what's going on at ARMA International.
- 4/22/04 - **A Day at Keeneland: Celebrating Records Management Month**
- Members from the Frankfort – Bluegrass ARMA Chapter were able to socialize, relax and have fun, in the beautiful setting of Keeneland. It wasn't all fun and games. The chapter celebrated Records Management Month, by playing games associated with records and inviting the Mayor of Lexington, Teresa Isaacs, the Mayor of Richmond, Connie Lawson, the Mayor of Frankfort, William I. May Jr., and Governor of Kentucky, Ernie Fletcher to attend. The Mayor of Lexington and the Mayor of Richmond both signed Proclamations declaring April, as Records and Information Management Month.

- 4/22/04 - **Half-Day Workshop on Electronic Records Management**
Presented by: David O. Stephens, CRM, FAI

Mr. Stephens presentation summarized his experiences in working with IT personnel throughout the United States to apply records management principles in meeting the challenges posed by electronic records. Mr. Stephens also discussed electronic document management and how to integrate the records management functionality into EDM solutions.

- 5/20/04 - **25th Anniversary Celebration**

Formal invitations were sent to members and guest inviting them to attend the celebration festivities at the Kentucky Department of Libraries and Archives (“KDLA”), in Frankfort. Hors d’oeuvres were served, followed by a tour of KDLA’s facilities, speeches from fellow members and guest reflecting on how Records Management has changed over the past 25 years. *Then a special presentation was made to Orville F. Boes, announcing the Orville F. Boes Scholarship.*

- 6/17/04 - **Chapter Elections, Awards, and Final Meeting**

This was the final meeting of this term. Election results were announced, along with the presentation of awards to outstanding members, chapter member of the year, members with five, ten, fifteen, twenty years of services and outgoing officers.

Chapter Workshop:

Information Technology & Records Management: Building Strategic Partnerships for Success and Electronic Document Management (“EDM”): Integrating Records management Functionality into EDM Solutions. Presented by David O. Stephens, CRM, FAI.

The Frankfort – Bluegrass ARMA Chapter hosted a half-day workshop on April 22, 2004. (See Exhibit 1).

Chapter Members attend Great Lakes Region Leadership Conference – July 2003:

The Chapter’s President and the Immediate Past President attended the Great Lakes Region Leadership Conference in Columbus, Ohio.

Chapter Members' participation in other ARMA Educational Events:

Three members attended the ARMA International Conference held in Boston, Massachusetts.

The Chapter also promotes ISG membership and the benefits of belong to an ISG. Several of the Chapter members belong to an ISG.

The Chapter, through the monthly meetings and the *Post Times*, encourages members to attend seminars and conferences offered by ARMA International.

The Chapters Immediate Past President attended two meetings/functions of the Greater Cincinnati ARMA Chapter.

SECTION II PROJECTS Executive Summary

The projects of The Frankfort – Bluegrass ARMA Chapter were a combination of annual giving events and new traditions for the Chapter. The members of the chapter enthusiastically took on the task of giving to the community. The chapter as a team was able to implement program goals as outlined in board meetings. As a result of the Chapters leadership and team approach, the chapter had a very successful year of which each member is proud.

Community Out Reach Programs:

- ◆ Donations of can goods to God's Pantry

Making the Local Chapter of ARMA Visible as a resource for Information Management Professionals:

- ◆ Recruitment Drives, which included a regional workshop seminar mailing, resulting in increased meeting attendance and chapter membership
- ◆ Monthly Meetings Posted in the local newspapers' Business Monday section
- ◆ Monthly meeting notice distributed via electronic mail and the chapter website

Maintained the chapters ability to disseminate vital information to its members:

- ◆ Maintenance of the Chapter Web Page
- ◆ Maintenance of the Chapter Newsletter
- ◆ Maintenance of the Chapter FAQ Pamphlet

Preservation of Chapter Data:

- ◆ Chapter files maintained electronically for the use of future leadership

SECTION II PROJECTS Narrative

Community Out Reach Programs:

The Chapter held a food drive and donated can goods and money to God's Pantry, who provides food baskets to the needy in the community at Thanksgiving.

Making the Local Chapter of ARMA Visible as a Source for Information Management Professionals:

The chapter was made visible to all companies that were listed with the Better Business Bureau with recruitment drive mailings (see **Exhibit II**). The mailings went to Records Managers and Office Managers to promote the Association as a viable source of expertise in the field of Records and Information Management. As a result of these mailings chapter membership numbers were maintained and several guest attended monthly meetings.

The chapter's electronic mailing list was enhanced and meeting notices were sent out, not only to chapter members, but also perspective chapter members. Announcements were also placed monthly in the Lexington Herald Leader's Business Monday section and posted on the chapters web page.

Enhancement of the chapters ability to disseminate vital information to it's members:

This goal was accomplished by the successful maintenance of the Chapters Web Page and Newsletter (see **Exhibits III & IV**). The Newsletter and Web Page featured interesting educational articles, chapter and national news, as well as providing meeting notices and an opportunity for career networking through job postings. The Newsletter and Web Page were both redesigned this year, giving each of them a new look.

The Facts, Answers, Questions pamphlet ("FAQ") was revised and distributed to each quest at chapter meetings. Pamphlets were also given to vendors. The vendors were asked to distribute the pamphlets to their clients that are non-ARMA members (see **Exhibit V**).

Preservation of Chapter Data:

Indexing and categorizing previous president and current president files and submitting them to the Chapters Librarian for storage at Kentucky Underground Storage, Inc. accomplished this goal. The Chapters electronic records were preserved and saved to a disk to eliminate the need for new officers and Board members to re-create documents for the chapter.

SECTION III PUBLIC RELATIONS Executive Summary

The association year of 2003 – 2004 gave chapter leadership the opportunity to reach goals by enhancing the fundamentals of the chapter and then disseminating that information through the chapters Public Relations. The chapter newsletter and website gave the chapter and the international association additional exposure in the community. The Chapter received proclamations from the Mayor of the City of Lexington and the Mayor of the City of Richmond, which helped to promote Records and Information Management. The chapter received an overwhelming response from new individuals inquiring about the association due to public relations.

Records and Information Management Month:

- ◆ Proclamation received from the Mayor of Lexington, Proclaiming April Records and Information Management Month
- ◆ Proclamation received from the Mayor of Richmond, Proclaiming April Records and Information Management Month
- ◆ Special activities at Keeneland recognizing April as Records and Information Management Month. The Governor, Mayor of Lexington, Mayor of Richmond, and Mayor of Frankfort were invited to attend
- ◆ Tour of East Kentucky Power Cooperative Records Facilities in April, for Records and Information Management Month

Chapter Newsletter:

- ◆ Maintained three years consecutively, after being in dormancy for several years
- ◆ Redesigned the newsletter

Chapter Website:

- ◆ Chapter website continues to be maintained
- ◆ Chapter website address is as follows:
<http://armaky093.tripod.com/frankfortbluegrassarma/>
- ◆ Chapter web page is linked to ARMA International's web site

Spring Workshop Regional Meetings and Recruitment Drives:

- ◆ The chapter promoted the association by large recruitment drive mailings
- ◆ The chapter promoted its workshop, by mailing a brochure and by mailing two additional fliers about the workshop, which reminded professionals in the region about the upcoming event

Distribution of Chapter Information:

- ◆ Distribution of Chapter FAQ Pamphlet.
- ◆ Meeting announcements published in local newspaper.

SECTION III PUBLIC RELATIONS Narrative

Records and Information Management Month (“RIMM”):

The Chapter made use of the RIMM handbook to prepare for Records and Information Management Month 2004. The chapter used the materials and as a result of the chapters efforts, Proclamations were received from the Mayor of the City of Lexington, Proclaiming April Records and Information Management Month as well as the, Mayor of the City of Richmond, Proclaiming April Records and Information Management Month (see **Exhibit VI**).

A special meeting of The Frankfort – Bluegrass Chapter was held at Keeneland recognizing Records and Information Management Month. The Governor and the Mayors from the Cities of Lexington, Richmond, and Frankfort were invited to attend.

Several chapter members, within their own organizations, promoted RIMM. Chapter members made announcements about the proclamations the chapter secured, as well as, hosted tours of their facilities in efforts to increase Records Management awareness.

Chapter Newsletter:

The Newsletter, of The Frankfort – Bluegrass ARMA Chapter, was maintained for its third consecutive year, after being in dormancy for several years and was redesigned, giving it a new look. The newsletter contained information about the officers and Board of Directors, a message from the president, as well as the chapter’s calendar of events. The newsletter was a form for members to submit articles, to read news and educational articles regarding the field of Records and Information Management.

The Newsletter was distributed by mail to those individuals who did not have e-mail or web access. Our many methods of distribution ensured that the valuable information that the chapter presented reached more than just its membership. The information reached the general public and back issues of the newsletter were attached to the website for easy reference.

Chapter Website:

The Frankfort – Bluegrass ARMA Chapter maintained its website for the third year. The Website is used to distribute the newsletter, as well as, career opportunities and links to other websites, such as, ARMA International. The website is also a link to records management issues in the news.

The Chapters web page is also link to ARMA Internationals web page, which gave the chapter even more exposure. As a result of this exposure, the chapter president received several inquiries about the local chapter on how to become a member and information about different events the chapter was hosting.

Spring Workshop, Regional Mailings, and Recruitment Drives:

The chapter promoted the association by large recruitment drive mailings. Each mailing went to approximately 705 companies, in surrounding areas that were not participating in the local chapter of ARMA. As a result of these mailings, chapter attendance was boosted and the valuable education information was distributed to the public. The Chapter received an enormous response to state records keeping agencies as a result of its recruitment drives.

The Chapter also promoted its workshop electronically, with regional mailings of the brochure. In addition to the 705 companies on the recruitment drive list, reminder letters were sent to every ARMA member in the region.

Distribution of Chapter Information:

The chapter provided a Facts, Answers, and Questions (“FAQ”) pamphlet to new members and to vendors, to introduce them to the benefits of membership to ARMA International and the local ARMA Chapter (**see Exhibit V**). Vendors were asked to distribute the FAQ pamphlets to their customers and contacts that were non-ARMA members.

Local chapter news and events were published in the local newspaper, Lexington Herald Leader, in their Business Monday Section.

SECTION IV

CHAPTER MAINTENANCE

Executive Summary

The Frankfort – Bluegrass ARMA Chapter continues to strive for excellence through the maintenance of its chapter. Although the chapter accomplished a lot in its previous year, the goal was to let that year, set precedence for the current year. The chapter achieved that goal by the maintenance of the website, electronic newsletter and a host of community service activities. The chapter is eager to preserve old traditions, while maintaining new ones. It is evident to all involved, that the key to chapter maintenance, is the chapter membership, the newly elected officers, and strong past officer participation.

Leadership in Columbus:

- ◆ Chapter Members attend and participated in workshops

Chapter Membership Maintenance:

- ◆ Chapter Member Retention
- ◆ Chapter Membership Participation

Board of Director Participation:

- ◆ Board Meetings for the association year were scheduled at the beginning of the year
- ◆ Involvement of several past presidents and committee members

Member Recognition:

- ◆ ARMA Plaques for Officers / Board Members
- ◆ Recognition of Chapter Members with five, ten, fifteen, and twenty years of service
- ◆ Announcement of the Orville F. Boes Scholarship

Organization of Chapter Records:

- ◆ Previous chapter files indexed and stored with our chapter Librarian at Kentucky Underground Storage
- ◆ Distribution of Chapter Library Index, Additional Resource Materials added to the Library
- ◆ Electronic Library of Chapter Documents and Newsletters Maintained

SECTION IV CHAPTER MAINTENANCE Narrative

Chapter Membership Maintenance:

Although the chapter did not grow substantially during the 2003 – 2004 year, we did welcome several new members to the local chapter along with saying goodbye to a few members. Due to individuals changing professions and/or retiring, we lost members. However, with our recruitment drives and visibility in the community, we were able to maintain our existing membership numbers. We look forward to recruiting perspective meeting attendees in the upcoming months.

The Frankfort - Bluegrass ARMA Chapter had overwhelming success this year with the participation of the chapters newly installed officers, past officers and presidents, and it's members.

Board of Director Participation:

The Board of Directors began planning for the success of the year by scheduling Board meetings for the entire year in August 2003. The Board then defined its strategic plan to include goals to maintain last year's accomplishments, to build on them and strive even farther than we had last year.

Member Recognition:

The chapter honored officers and board members with awards. The presentation of service awards and the swearing in ceremony to install officers was performed.

The chapter also honored its chapter members with five, ten, fifteen, and twenty years of service with ARMA International Service Pins. Pictures were taken at the awards event/ officer installation ceremony. The photographs were published in the chapter's newsletter and will be maintained in the chapter's scrapbook.

Organization of Chapter Records:

The chapter files have been passed from president to president for years in paper form. The chapter decided to organize its records and submit items not needed for chapter administration, to the chapter's Librarian, Gale G. Reece, at Kentucky Underground Storage, Inc. All pertinent information was scanned onto CD's for easier retrieval for the new president.

An index of the chapter resource catalogue was distributed via the newsletter, so that chapter members could use the materials.

This year marks the third year, of the electronic library, which contains chapter documents and newsletters. This policy of retaining electronic copies of association files and burning them to a CD, will save future chapter leadership countless hours of preparing documents for the chapter.

SECTION V
OUTSIDE ACTIVITIES / CHAPTER MEMBERS
Executive Summary

The members of The Frankfort – Bluegrass ARMA Chapter are the basis for the chapter’s success. Our chapter members participate in activities with ARMA International, other ARMA chapters and in the community. These activities show the dedication that these individuals have to the profession, as well as the community. For these accomplishments, The Frankfort – Bluegrass ARMA Chapter commends its membership.

Participation with ARMA International:

- ◆ Several chapter members of our chapter are involved in ARMA Internationals Industry Specific Groups
- ◆ Several chapter members attend ARMA Internationals pre-conference seminars and main conference in Boston
- ◆ Several of the chapter’s officers participated in focus groups and region leadership forums

Promotion of the Records Management Profession in the Community:

- ◆ Chapter member attended local schools career day to talk about the Records Management Profession
- ◆ Chapter member presented a session on Records Management at a seminar sponsored by International Association of Administrative Professionals (“IAAP”)
- ◆ Chapter members hosted tours of their facilities and records management programs

SECTION V
OUTSIDE ACTIVITIES / CHAPTER MEMBERS
Narrative

Participation with ARMA International:

We have several members who are active on both the local and international level of ARMA. Several members of our chapter attended the conference in Boston.

Several members of our chapter are involved with ARMA Internationals Industry Specific Groups (“ISG’s”). We have members that are affiliated with the healthcare, legal, utilizes, and insurance ISG’s.

We are proud to have one of our past presidents become a Certified Records Managers this year and to have another member as a CRM Candidate.

Chapter Membership Participation with other ARMA Chapters and Professional Associations:

It has been a goal of our chapter to network with other information management professionals and to take advantage of additional opportunities that these partnerships present.

Promotion of Records Management as a Profession in the Community:

Chapter member, Lisa Wilson, attended a local school career day to talk about the Records Management Profession.

Chapter member, Lisa Wilson, presented a session on “What Is Records Management?” to the local Chapter of the International Association of Administrative Professionals (“IAAP”) at their Spring Seminar.

Various Chapter Members hosted tours and invited both chapter members and non-chapter members to tour their facilities and demonstrate their records management program. As a result, the chapter has notice an increase in meeting attendance.