

# Choo Choo Chatter



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December 2006

[www.chattanooga-arma.org](http://www.chattanooga-arma.org)

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## December Meeting

**Presenter:** Sondra Brock Rogers, Catoosa County Department of Family and Children's Services.

**Date:** December 12, 2006, 11:30 am - 1:00 pm

**Location:** The Chop House, 2011 Gunbarrel Road, Chattanooga

**Registration:** Cost - \$15.00 for members and first time guests.

\$16.00 for all other attendees

\*To RSVP, please email [susan.whitmire@bcbst.com](mailto:susan.whitmire@bcbst.com) or call her at (423) 535-3328. Please make reservations by December 8, 2006 at 2:00 P.M.

*\*Once reservations have been made and you fail to cancel by December 8, 2006, 2:00 P.M., you will be responsible to pay the registration fee.*

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**COMMITTEE CHAIRPERSONS**

Awards –Linda Newberry  
 Education – Shawn Harris  
 Historian –  
 Hospitality/Communications – Susan Whitmire, CRM  
 ISG Liaison – Phyllis Beene  
 ICRM Liaison – Lorraine Miller  
 Newsletter –Phyllis Beene  
 Publicity –David Jabaley  
 Webmasters -Gregg Long, Scottie Swafford



The Greater Chattanooga Chapter promotes and recognizes the importance of participation by awarding points to those who support ARMA activities at both the local and the international level. Points are earned by attending meetings, bringing guests, and by serving the Chapter as an officer or committee member. At the June meeting accumulated points are rewarded. The more you participate, the more points you can earn!

<u>Support the Chapter</u>	<u>Points</u>
<i>Attend Workshops</i>	100
<i>Attend Luncheon Meetings</i>	200
<i>Attend Dinner Meeting</i>	300
<i>Bring a Guest</i>	100
<i>Attend Regional Conf.</i>	400
<i>Perfect Attendance (Sept-May)</i>	500
<u>Support ARMA International</u>	
<i>Attend Annual Conference</i>	200
<u>Get Creative</u>	
<i>Submit article for newsletter (excludes routine notices, etc.)</i>	200
<u>Get Involved Locally</u>	
<i>Be a Board Member</i>	200
<i>Be a Committee Chair</i>	150
<i>Be a Committee Member</i>	100
<i>Attend a Board Meeting</i>	100

## PARTICIPATION STATION: Members Points

**Updated Members Points are not available this month, but they will be back in January's newsletter. In the meantime, you can keep on accumulating them by your participation in the chapter. Take a look at the list to the left, and see how many of those things you can do. At the end of the year, we reward the top point-getters, but the real reward is what knowledge, experience, and friends you have gained by your involvement with ARMA.**

**Do you have an idea for another way you could participate? Share it with a board member! We are always open to new things and new ideas! We might even add new categories to award points!**

**NEWSLETTER ADVERTISING RATES**

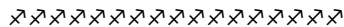
Business Card Size	\$ 5.00
Quarter Page	\$10.00
Half Page	\$20.00
Full Page	\$40.00

Choo Choo Chatter is the official publication of the Greater Chattanooga Chapter of ARMA International and is published monthly in Chattanooga, Tennessee for its members and other Records and Information Professionals.

Phyllis Beene  
Editor

The Information contained in this newsletter does not necessarily reflect the views of the editor, the Chapter membership or the Association of Information Management Professionals and is offered solely as a source of information. Please direct any inquiries or comments to:

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Chattanooga, TN 37401-0341



Contributions or gifts to ARMA are **NOT** tax deductible as charitable contributions for U.S. Federal Income Tax purposes.



**NEW MEETING & LUNCHEON RATES**

Luncheon (members & 1 <sup>st</sup> time visitors)	\$15.00
Luncheon (visitors)	\$16.00
Workshop	\$20.00
Site Visit	\$25.00

**PRESIDENT'S MESSAGE**

Holiday time doesn't always bring out the best in people. You hear lamenting (and maybe you even say it yourself) that it all seems so commercial, and shopping for people who have everything isn't fun, it's a chore. As an adolescent I went through one of those cynical phases for a couple of years at Christmas. Too old to believe in Santa Claus and at an age where the gifts of clothes and makeup mirrors were "nice" but not "cool", I wondered if this was how the holiday was for adults every year. I was not looking forward to a lifetime of that! No wonder people got irritable at Christmas. But my attitude changed the year my sister and I realized that everyone in the family got a stocking-except our mother! It had never really dawned on us before how gifts and goodies happened at our house, but we were determined to make it right. We spent one whole afternoon just hunting "stocking stuffers", and had a lot of fun in the process. The best part though, was on Christmas morning, surprising her and seeing her face light up that we had taken the time to make it happen. The magic of Christmas was back! Every year since then, I find some way to surprise someone, or light up a face or do a "secret Santa" deed. And every year, I look forward to the holidays just for that reason alone.

I don't have to look far this year to find my target. For our December service project, the chapter has adopted a family that doesn't even have things we consider basic, much less holiday treats and toys for their children. We can make magic for this family, and I promise you that kind of magic will have a wonderful effect on your own holiday celebrations this season!

So join us this month at The Chop House (yes, it is a new location for us. Didn't I tell you at the beginning of the year to expect changes?) Bring your contributions for our family, hear about the year round work of in Catoosa County, Georgia to help families in crisis, and share holiday greetings with your ARMA friends. In fact, why don't you bring a non-ARMA friend to join us too? We love meeting new people and the topic is one that you can appreciate even if you don't know what a retention schedule is!

I'd close by wishing you a wonderful holiday season, but I'll just wait to tell you in person at the meeting! See you there!!

*Phyllis Beene*

President, Greater Chattanooga Area Chapter ARMA



### What's Your Story?

Everybody's got at least one story having to do with document, records or information management either personally or professionally. What's yours? Send me your dumbest customer tale, worst document nightmare, an identity theft story, a bizarre discovery in the records vault, your vision for a widget that will revolutionize information management widget or a-funny-thing-happened-on-the-job chuckle. We'll share them (anonymously, if you like) in future issues of the newsletter. E-mail them to [psbeene@tva.gov](mailto:psbeene@tva.gov)

## TRAINING DEPOT

**December 12, 2006**

**Catoosa County Family & Children's Services**  
(The Chop House 2011 Gunbarrel Road 11:30 a.m.-1:00 p.m.)

**January 09, 2007**

**"Privacy and Compliance" in a Records Management Program**  
Ashley B. Rowe, Hunton & Williams LLP-New York City

**February 13, 2007**

**"An ISO 15489 Audit in the Real World"**  
Gregg Long, CRM, UnumProvident  
Chattanooga/Broad Street Grille 11:30-1:00 p.m.

**March 13, 2007**

**"E-Discovery"**  
Doug Baker, VP Complex Litigation & Broad Discovery,.  
UnumProvident Corporation  
Chattanooga/Broad Street Grille 11:30-1:00 p.m.

**April 10, 2007**

**Web meeting TBA**

**May 08, 2007**

**Walker County Records Department  
Site Visit**

**June 6, 2007**

**Awards Dinner**  
Southern Belle Riverboat Cruise

## Share Your Information!

Before you get excited and start quoting the Privacy Act, we're not talking about that kind of information. We're talking about the information you get from places like the *Information Management Journal*, or from one of the briefings that come from ARMA HQ, or from an ARMA meeting-a speaker, or someone you talked to during lunch.

Think about it: don't you run across items in the daily newspaper or listening to radio that are relevant to your work? But how often do you share it? One of the constant complaints among RM personnel is that they are not recognized by their company as valuable assets when major decisions or projects are planned. They don't know that you have information unless you tell them! Let them know what you know!

Next time you hear or read something that is applicable to a project, committee or department, pass it on to the appropriate person with a simple note-something like: *"I thought you might like to see this in light of your new project approach"*

Doing that as a regular practice does two things: lets people know you are a source of information, and it also lets people know you pay attention to them. Who doesn't want someone like that on their team!

## ARMA Revisited-November Meeting

*Last month's meeting gave us the opportunity to hear Mike Pemberton speak on the subject of ethics as it relates to the profession of records management. It was a different slant on the records and information management profession, and an angle that you don't often think about in your day to day tasks. It is certainly something that is in the back of your mind when you hear of another executive manipulating or destroying records to disguise other wrongdoing. The fact that we have a code of ethics isn't something that those outside the profession realize, but there are opportunities for records managers to educate their organizations about this aspect of our profession as well.*

### NOTICE TO MEMBERSHIP

#### BOARD MEETINGS ARE NOT SECRET!

Any chapter member is allowed attend the board of directors meeting held monthly at "Wally's on McCallie" (1600 McCallie Avenue) from 7:30 a.m. to 9:00 a.m. Here's the schedule for the remainder of the 2006-2007 year:

**No December Board Meeting**  
**January 30, 2007**  
**February 27, 2007**  
**March 27, 2007**  
**April 24, 2007**  
**May 22, 2007**

ARMA International

Greater Chattanooga Area  
Chapter

P O Box 341

Chattanooga TN 37401-0341

Want to invest in the future of  
your profession?

Make a contribution.

As an ARMA member.

As a Vendor to the profession.

As an ARMA chapter.

See Susan Whitmire, our  
Foundation Chapter Champion,  
for more details or log on to

[www.armaedfoundation.org](http://www.armaedfoundation.org)

Do you know someone who  
would benefit from receiving the  
newsletter?

Send their name, address and e-  
mail to  
[susan.whitmire@bcbst.com](mailto:susan.whitmire@bcbst.com)

## *Holiday Service Project*

For the chapter's annual service project the Board solicited ideas and voted to support a local family with some necessities and gifts for the holidays.

This family consists of a husband and wife with three small boys (and another on the way). They need assistance from Catoosa County DFS because one income cannot support the entire family.

Mom and Dad could use most any household items including furniture (used), towels, cleaning supplies, and kitchen items.

Jacob – age 3- *Several members have already volunteered to team up to take care of Jacob*

Gage – age 1-1/2

- Shirt – 2T
- Pants – 2T
- Shoes – 6-1/2
- Coat – 2T
- Fun stuff: Tricycle, cars, trucks, Spongebob, things that make noise
- 

Gavin – age 9 mos

- Shirt – 6-9 mos
- Pants – 6-9 mos
- Shoes – 3W
- Coat – 12 mos
- Fun stuff: Lights and sounds; lot's of gadgets; blocks; something with a lot of variety

### How can you help?

1. Contribute cash (\$30 to \$50)
2. Purchase for one child or the parents (as one unit) *please let Phyllis know if this is what you want to do, so we don't duplicate efforts!*
3. Put together a food basket
4. Help with delivery probably the week before Christmas.

***Bring all items or monetary contributions to the December 12 meeting.*** If you have donations such as large furniture items, please contact Phyllis for coordination.