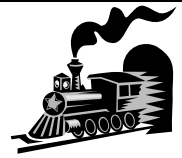




# Choo Choo Chatter



Volume 23, Issue 8

The Official Publication of the Greater Chattanooga Area Chapter

June/July 2010

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

SE ARMA Region Mgr  
Alice Young

SE Region Coordinators  
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Juana Walker, Treasurer

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Phyllis Beene  
Tennessee Valley Authority  
423-751-8746

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CARTA  
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423-535-3328

Directors:  
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Blue Cross Blue Shield-TN  
423-535-7247

Shari Hixson  
RecordMax Chattanooga, LLC  
423-265-8836

Gregg Long, CRM  
MMI Enterprises, Inc.  
42-316-5554

Ron Mullins  
Unum  
423-294-8397

## September Meeting

**Program:**                    **Networking – Ice Breaker**

**Date:**                        **September 14, 2010**

**Location:**                 **Chattanooga**  
                                     **Chattanooga, TN**

**Time:**                        **10:00 – 1:00pm**

**Registration:**            **Members & first time guests    \$15.00**  
                                     **Returning guests                    \$16.00**

**To RSVP, please call or email no later than 2:00 p.m., September 10, 2010:**

- **Annie Powell, CARTA – 423-629-1411**

**[anniepowell@gocarta.org](mailto:anniepowell@gocarta.org)**

*\*Reservations not canceled by 2:00 p.m., September 10, 2010, will require payment of the registration fee. Contributions or gifts to our organization are not deductible as charitable contributions for U.S. federal income tax purposes. Membership dues and other payments may be deductible as ordinary necessary business expenses.*

**COMMITTEE CHAIRPERSONS**

Awards – Phyllis Beene

Chapter Foundation Champion  
– Susan Whitmire, CRM, FAI

Communications – Shari Hixson

Education – Leanne Bostwick

Hospitality – Shari Hixson

ICRM Liaison – Rikki Zengel, CRM

Newsletter - Mary LaFollette

Publicity – Ron Mullins

Webmaster - Kevin Tisdal

Yearbook/Historian – Phyllis Beene



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!

**Support the Chapter Points**

<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

**Support ARMA International**

<i>Attend Annual Conference</i>	200
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**Get Creative**

<i>Submit article for newsletter (excludes routine notices, etc.)</i>	200
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**Get Involved Locally**

<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

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**PARTICIPATION STATION**

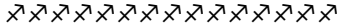
**Members Points**

MEMBER	POINTS	MEMBER	POINTS
Akers, Chris		Orth, Linda	
Beene, Phyllis		Parris, Norma	
Bostwick, Leanne		Patterson, Gail	
Dotson, Tony		Pettway, Robert	
Hixson, Shari		Phillips, Matthew	
Jackson, Dennis		Powell, Annie	
Johnson, Linda		Ragland, Mary	
Kimbrough, Charles		Ramachandran, Ravinder	
Kologek, Ian		Scott, Glenda	
LaFollette, Mary		Shugart, Jeff	
Long, Gregg		Stoddard, Catherine	
Marshall, Victoria		Swafford, Scottie	
McEvoy, Laura		Teske, Jim	
Miller, Lorraine		Tisdale, Kevin	
Mullins, Ronald		Whitmire, Susan	
		Zengel, Rikki	

**If your points are not reported correctly, please contact Scottie Swafford.**

**NEWSLETTER ADVERTISING RATES**

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

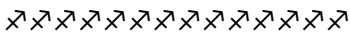


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Mary LaFollette, Editor  
423-535-2762

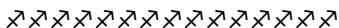
The Information contained in this newsletter does not necessarily reflect the views of the editor, the Chapter membership or ARMA and is offered solely as a source of information. Please direct any inquiries or comments to:

Newsletter Editor  
ARMA Greater Chattanooga Area Chapter  
PO Box 341  
Chattanooga, TN 37401-0341



Contributions or gifts to the Greater Chattanooga Area Chapter are **NOT** deductible contributions for U.S. Federal tax purposes. Membership dues and other payments may be deductible as ordinary business expenses.

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



**MEETING & LUNCHEON RATES**  
(effective until 12/2010)

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

**PRESIDENT'S MESSAGE**

**Another Great Year**

I would like to thank everyone for another great year. It takes a team of wonderful individuals to make a successful chapter. The Officers Installation and Awards dinner was a great success and the food and fellowship was great.

**T**ogether  
**E**ach  
**A**ccomplishes  
**M**ore

The Greater Chattanooga Area Chapter has proven that to be true. I challenge each of you to join a committee, send in suggest for educational meetings or provide information on speakers or contribute an article for our newsletter.

We will be having our annual planning meeting in mid July and welcome the suggestions. Please remember that all members are welcome to attend the board meetings.

Have a wonderful summer and remember we are submitting our COTY this year for the thumb!!!!

*Victoria Marshall, President*  
*Greater Chattanooga Area Chapter*



**START PLANNING NOW  
TO ATTEND A FUTURE  
CONFERENCE:**

**ARMA  
INTERNATIONAL  
CONFERENCES**

**November 7-10, 2010**  
San Francisco, CA

**October 16-19, 2011**  
Washington, D. C.

**September 23-26, 2012**  
Chicago, IL

A leader is someone who can set direction and impart vision.

A leader is able to serve, build loyalty, motivate, and inspire.

A leader is ready to listen, encourage others, and invest in their lives.

A leader is someone who wins hearts.

Source: Roy Lessin  
Wisdom for the Workplace

# TRAINING DEPOT

**October 12, 2010**  
Web Meeting - BCBST

**November 16, 2010**

**December 14, 2010**  
Holiday Program

**January 11, 2011**  
Web Meeting - Unum

**February 8, 2011**

**March 8, 2011**  
Seminar

**April 12, 2011**  
Web Meeting - TVA

**May 10, 2011**  
Site Visit

**June 7, 2011**  
Officers & Awards Banquet



**PRESTIGE SALES CO., INC.**  
Storage & Material Handling Equipment Specialists



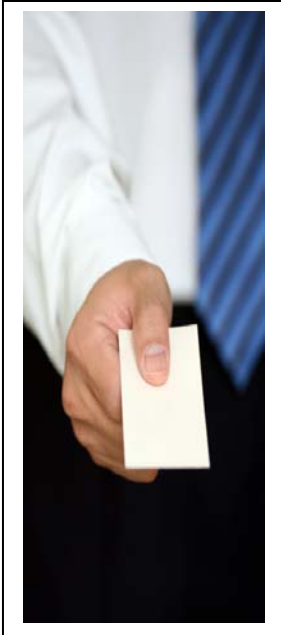
Prestige Sales Co., Inc.  
2400 Appling Street  
Chattanooga, TN 37406  
423-698-8868

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, CRM, FAI, 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 this newsletter?

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

## *CRM Express*

# Institute of Certified Records Managers



The Greater Chattanooga Chapter recognizes and supports its candidates in their efforts to achieve the Certified Records Manager (CRM) designation.

Chapter members who continue their studies toward CRM certification include:

Phyllis Beene  
Linda Johnson  
Charles Kimbrough  
Victoria Marshall  
Scottie Swafford

### ICRM 2010 Exam Schedule

#### Summer Registration

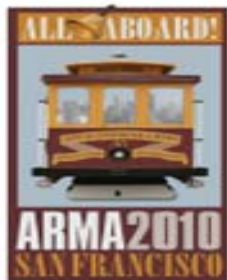
May 19, 2010 - July 29, 2010

Parts 1-5, August 2-6, 2010

Part 6, August 5, 2010

# AIEF SILENT AUCTION

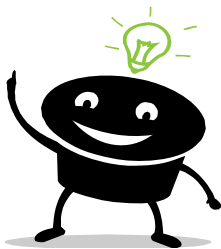
## Be On Board!



1. **ARMA International Conference  
In  
San Francisco, CA**



2. **November 7- 8, 2010**



3. **Donate items for the  
AIEF Silent Auction -  
funds Foundation  
programs – research,  
scholarships &  
education.**

**Look for more Information!**

You may contact Susan Whitmire at [susan.whitmire@bcbst.com](mailto:susan.whitmire@bcbst.com)  
or Helen Streck at [hstreck@shb.com](mailto:hstreck@shb.com).



## Education Corner

### Taking care of business

*The more that you read, the more things you will know. The more that you learn, the more places you'll go" – Dr. Seuss.*

The RIM practitioner that has reached skill level 3 of the Business Function domain has gained quite a bit of knowledge over the years by researching, interacting with others, and by performing such business related activities as compiling reports and completing projects. ARMA International's Core Competencies provides benchmarks for the RIM professional who possesses a higher level of experience. The individual who reaches this level has acquired a greater depth of knowledge and the skills needed to balance both RIM best-practices and business needs. This individual continues to look for ways to keep records management relevant and engaged in the current business environment, but also keeps an eye on the future by staying abreast of new technologies and trends.

The professional who achieves skill level 3 is aware of business plans and strategic objectives and works to ensure that RIM fits into those objectives. Good communication skills are a must, as is the ability to speak to groups of people, as the RIM professional educates and informs members of an organization of their responsibilities in regards to records management. Research and analysis are important skills to possess, as is the ability to implement projects and manage others.

Level 3 RIM professionals help guide the RIM program by sharing their knowledge with others and by using their advanced skills to effectively execute the records management program.

To see all the knowledge and skills that are recommended for the Skill level 3 RIM professional, visit ARMA International's website, at <http://www.ama.org/competencies/index.cfm>.

*Keep moving ahead by learning and have a great month!*

## *Meeting in Review*

Presenter: Linda Johnson  
Date: June 3, 2010  
Topic: Installation of Officers and Awards Banquet  
Written by: Linda Johnson

The members and spouses had an enjoyable evening of food, fellowship, and laughter at Abuelo's where we celebrated the end of the 2009-2010 Chapter year.

Victoria Marshall thanked those in attendance for all their support during the past year. Victoria also recognized our sponsors, The Bailey Company, Prestige Sales Co. Inc., and Iron Mountain for their support.

The following awards were given:

- Victoria Marshall won the awards for Perfect Attendance and Bringing Most Guests
- Shari Hixson was recognized for Perfect Attendance and was voted Chapter Member of the Year
- Lorraine Miller, CRM, was awarded the ARMA Hero for her smiling disposition and dedication to ARMA
- Phyllis Beene received the President's Award for being available for phone calls, advice and willingness to help

The following Officers and Board members were installed:

- Victoria Marshall, President
- Scottie Swafford, VP Programs
- Phyllis Beene, Chairman of the Board
- Gregg Long, CRM, Director
- Ron Mullins – Director

The following have an additional year in their two-year term:

- Leanne Bostwick – Director
- Shari Hixson – Director
- Kevin Tisdell – VP Membership
- Susan Whitmire, CRM, FAI - Treasurer

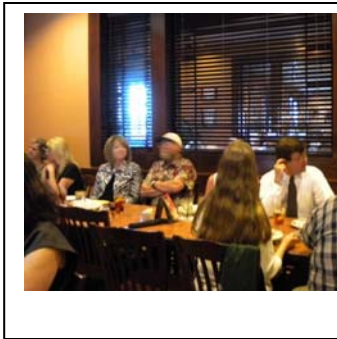
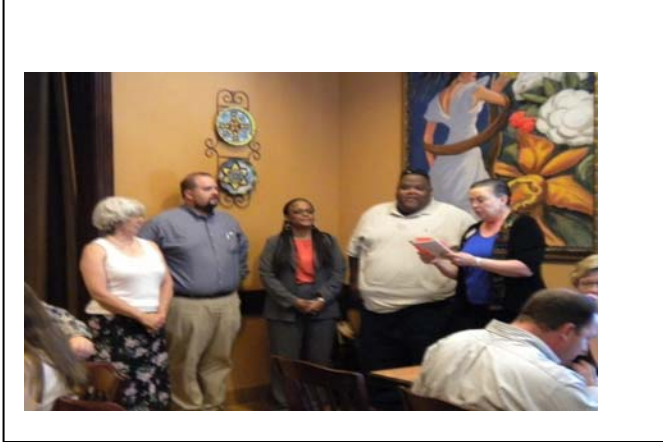


The Bailey Company  
Chattanooga, TN  
423.624.7674

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# In the News . . .

## Awards and Officer Installation



## *Greater Chattanooga Area Chapter ARMA Board of Directors* **July Planning Meeting**

The Greater Chattanooga Area Chapter Board of Directors met on July 13, 2010, at BlueCross BlueShield of TN. Summary:

Treasurer's Report was submitted. Membership is currently at 29 members. The program dates for the 2010/2011 year were confirmed. The Board meeting dates were also confirmed. Decisions by the Board:

- compose the yearbook and update the bylaws
- update Chapter bylaws
- work on getting more sponsorships
- Committee Chairs for 2010/2011
  - Phyllis Beene – Yearbook/Historian
  - Leanne Bostwick - Education
  - Sheri Hixson – Hospitality & Communications
  - Ron Mullins – Publicity (Newsletter, PR, and Website)
  - Liaisons
    - ICRM
    - Susan Whitmire - Chapter Foundation Champion

Kevin Tisdell will review the directory for 2010/2011. The newsletter will include articles introducing members. The Board also decided to hold two shred days; fall and spring.

*Next Board Meeting will be a conference call to be held on August 31, 2010 – 8:00 am at Wally's.*

Respectfully submitted,

Annie Powell  
Secretary, Greater Chattanooga Area Chapter

## *Greater Chattanooga Area Chapter Treasury Report*

*June 30, 2010*

Treasurer's Report:

○ Money Market	\$5,127.68
○ Savings	\$ 25.19
○ Checking	\$1,886.61
○ Library Fund	<u>\$ 58.00</u>
○ Net Assets	\$7,097.48