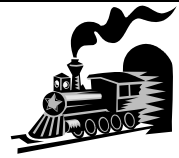




# Choo Choo Chatter



Volume 22, Issue 3

The Official Publication of the Greater Chattanooga Area Chapter

November 2008

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

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## November Web Meeting

Save gas and join this meeting from your office. Please see the November 2008 ARMA Meeting Announcement or contact Norma Parris or Annie Powell for connection information.

**Program:** Developing Functional Retention Schedules/ Web Meeting

**Presenter:** Pam Duane, CRM

**Date:** November 11, 2008

**Location:** Unum – West Conference Room, iRoom 1-D  
500 Walnut Street Chattanooga, TN 37402  
(Free Parking in Visitors Lot)

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

**Payment:** Cash or checks are accepted, payable at the door. Make payable to: ARMA-Greater Chattanooga Area Chapter

To RSVP, please call or email no later than 2:00 p.m., November 7, 2008:

- Norma Parris, (423) 238-7111 x 2659,  
[norma\\_parris@mckee.com](mailto:norma_parris@mckee.com)
- Annie Powell, (423) 424-1305  
[anniepowell@gocarta.org](mailto:anniepowell@gocarta.org)

*\*Reservations not canceled by 2:00 p.m., November 7, 2008, 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.*

TABLE OF CONTENTS IS ON PAGE 2

**COMMITTEE CHAIRPERSONS**

Awards - Phyllis Beene

Education - Shawn Harris

Historian - Victoria Marshall

Hospitality/Communications – Susan Whitmire, CRM

ICRM Liaison - Lorraine Miller, CRM

Newsletter - Mary LaFollette

Publicity - Chris Akers

Webmaster – Joseph Kinunda/Scottie E. Swafford

CFC Liaison – Susan Whitmire, CRM



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!

<b>Support the Chapter</b>	<b>Points</b>
Attend Workshops	100
Attend Luncheon Meetings	200
Attend Dinner Meeting	300
Bring a Guest	100
Attend Regional Conf.	400
Perfect Attendance (Sept-May)	500

<b>Support ARMA International</b>	<b>Points</b>
Attend Annual Conference	200

<b>Get Creative</b>	<b>Points</b>
Submit article for newsletter (excludes routine notices, etc.)	200

<b>Get Involved Locally</b>	<b>Points</b>
Be a Board Member	200
Be a Committee Chair	150
Be a Committee Member	100
Attend a Board Meeting	100

## Table of Contents

<b>This Month's Meeting</b>	<b>Cover</b>
<i>SIDE BAR</i> - Officers & Board Members	<b>Cover</b>
<b>Table of Contents</b>	<b>2</b>
<b>Participation Station</b>	<b>2</b>
<i>SIDE BAR</i> - Committee Chairpersons	<b>2</b>
Members Points	<b>2</b>
<b>President's Message</b>	<b>3</b>
<i>SIDE BAR</i> - Newsletter Advertising Rates	<b>3</b>
Newsletter Info	<b>3</b>
<b>Training Depot</b>	<b>4</b>
<i>SIDE BAR</i> - Future Conferences	<b>4</b>
<b>CRM Express</b>	<b>5</b>
<i>SIDE BAR</i> - ARMA Ed Foundation	<b>5</b>
<b>Meeting in Review</b>	<b>6</b>
<b>In the News...</b>	<b>7</b>
<b>Board Meeting Summary</b>	<b>8</b>



## PARTICIPATION STATION

### Members Points

MEMBER	POINTS	MEMBER	POINTS
Akers, Chris	600	Mullins, Ronald	0
Beene, Phyllis	600	Orth, Linda	0
Bostwick, Leanne	500	Parris, Norma	1000
Bullard, Gary	0	Patterson, Gail	0
Harris, Shawn	400	Pettway, Robert	500
Jackson, Dennis	0	Phillips, Matthew	0
Jernigan, Cathy	0	Powell, Annie	200
Johnson, Linda	500	Ramachandran, Ravinder	0
Kile, Joan	600	Scott, Glenda	200
Kimbrough, Charles	300	Shugart, Jeff	0
Kinunda, Joseph	200	Stoddard, Catherine	200
LaFollette, Mary	500	Swafford, Scottie	700
Long, Gregg	700	Tisdale, Kevin	700
Marshall, Victoria	1200	Whitmire, Susan	800

**NEWSLETTER ADVERTISING RATES**

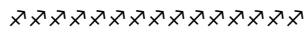
Business Card Size	\$ 5.00
Quarter Page	\$10.00
Half Page	\$20.00
Full Page	\$40.00

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.

Mary LaFollette, Editor  
423-836-4053

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:

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**

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

**PRESIDENT’S MESSAGE**

**“Hat Trick” for the Greater Chattanooga Area Chapter**

From Wikipedia, a hat-trick in sports is associated with succeeding at anything three times in three consecutive attempts. Guess what, we have a “Hat-Trick”. Our chapter has won Chapter of the Year and Web Site of the Year three consecutive times. These awards are contributed to the dedication and hard work of every member, who want to see the chapter thrive and succeed.

When ARMA International representatives and other chapter leaders ask, “What are you guys doing?” I always reply with the same answer, “Communication, planning, hard work and team effort”. It takes everyone being involved and working toward advancing the RIM profession.

I want to thank everyone’s efforts and hard work. These awards belong to each member of the Greater Chattanooga Chapter. Congratulations to all!

See you soon at the November Greater Chattanooga Chapter meeting.

*Scottie E. Swafford*  
President, Greater Chattanooga Area Chapter

## **TRAINING DEPOT**

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

### **ARMA INTERNATIONAL CONFERENCES**

**October 15-18, 2009**  
Orlando, FL

**September 19-22, 2010**  
San Francisco, CA

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

**December 9, 2008**

**Christmas Program – TBD**

**January 13, 2009**

**Medical Records – Paula Rector, RHIA**

**February 10, 2009**

**ESI – Ronni Solomon**

**March 2009**

**TBD**

**April 2009**

**TBD**

**May 2009**

**TBD**

**June 2009**

**Officer Installation & Awards Dinner**



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,  
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



**CONGRATULATIONS CATHERINE STODDARD, CRM!**

The Chapter's newest CRM is Catherine Stoddard. Catherine passed the February 2008 CRM exam. Her CRM designation became effective April 1, 2008.

The Greater Chattanooga Chapter recognizes and supports its candidates in their efforts to achieve the Certified Records Manager (CRM) designation. Other Chapter members who continue their studies toward CRM certification include:

**Phyllis Beene  
Linda Johnson  
Victoria Marshall**

**Charles Kimbrough  
Scottie Swafford**

At the present time, Linda Johnson and Phyllis Beene have formed a study group of two. They invite any other candidates to join them at Linda's house on Wednesday night from 6:00 to 8:30 PM. Candidates are encouraged to contact Linda for directions.

Factoids:

- The Greater Chattanooga Chapter includes four members with a CRM designation. This represents 13.3% of our Chapter membership.
- Five members (16.6%) of our Chapter have been accepted as candidates and are in various stages of completing the requirements towards their CRM designations.
- This year alone, 2 members completed their CRM requirements.

**2009 Upcoming Exams**

**Exam Registration**

**November 19, 2008- January 29, 2009**

**Parts 1- 5: February 2 - 6, 2009**

**Part 6: February 5, 2009**

## *Meeting in Review*

Presenter: Greater Chattanooga Area Chapter  
Date: October 14, 2008  
Topic: “Speed Networking”  
Written by: Mary LaFollette, Editor

Wow!!! This was a great way to get to know the Chapter members, to learn about some of the challenges they face at work, and to get an insight of their area of expertise.

There were four groups – A, B, C, and D. There were four sessions lasting about 15 minutes each. Each member was given a card and asked to attend a session starting with the group represented on the card.

After the first 15-minute session, we moved to a different group to meet other members. Each group had a facilitator who kept time and made sure that every member had a chance to speak.

In one of my sessions, I had a member from a commercial retention center and learned that one challenge they were facing had to do with the increase cost of gas and how it was affecting their profit margin. How are they going to solve this problem? They are now looking into offering more online assistance instead of delivering hard copies such as scanning and transmitting electronically.

Another time, one of the members talked about the challenge of meeting government mandated requirements to make patient records available on-line. This is a challenge because it is very expensive to purchase equipment that allows them to scan documents in-house. Another group member suggested that they look into out sourcing this function until equipment can be purchased.

After the meeting, other members said that they were really surprised how much they had learned through “*speed networking*”. We attend meetings with the members regularly but do not have the time to get to know other members more in-depth. Speed networking is something we should do at least once a year.

## THREE-PEAT!

Greater Chattanooga Area Chapter does it again! For the 3<sup>rd</sup> year in a row, we won Small Chapter Website of the Year and Small Chapter of the Year!



Pictured at the ARMA International Awards Dinner - Seated: Phyllis Beene; Standing from left: Linda Johnson, Lorraine Miller, Susan Whitmire, CRM, Glenda Scott. Not pictured: Victoria Marshall, Joseph Kinunda

### 2008 Officer Installation & Awards Dinner



Susan, Phyllis, and Victoria



Joan, Joan's guest, and Leanne

Kevin, Gregg, and Scottie



## *Greater Chattanooga Area Chapter ARMA Board of Directors*

### **Board Meeting Summary**

**October 7, 2008**

**12:30 p.m. - 1:00 p.m. – Conference Call**

The Greater Chattanooga Area Chapter Board of Directors held its September Board Meeting on October 7, 2008, via Conference Call since a quorum was not declared at the September 30, 2008 Board Meeting. No committees reported at this meeting.

Decisions by the Board:

- Use Niko's Southside Grill as our meeting place for non-web meetings beginning in December
- Due to the economic situation, the Greater Chattanooga Area Chapter will not host a Spring Seminar in 2009.

### **Next Board Meeting**

**October 28, 2008**

**7:30 a.m. - 9:00 a.m. – Wally's Restaurant**



# Job Announcement

## RECORDS MANAGEMENT MANAGER Orlando, FL

### MAJOR FUNCTION

The Manager of the Records Management Department supervises the activities of the Comptroller's Records Management Department. Work involves responsibility for the storage, retrieval, reproduction, microfilming, and disposal of all Comptroller and Board of County Commissioners' records. The Manager works independently within the scope of established laws and regulations.

The Manager supervises personnel by observation and review of work performed for adequacy and adherence to work standards. General direction is received from the Assistant Comptroller of Records Administration Division or the Comptroller. Work is subject to periodic audits.

Please visit the **ARMA Greater Chattanooga Chapter** website for the full job description and requirements.

**Job Req. No:** #008299 CMP  
**Title:** Manager, Records Management Dept.  
**Organization:** Orange County Comptroller  
**Department:** Records Management  
**Posting Date:** 10/26/2008  
**Closing Date:** 11/22/2008  
**Starting Salary:** \$48,048 - \$60,000  
**Contact:** Mark Leverett,  
HR Coordinator  
Orange County Comptroller's Office  
P. O. Box 38  
Orlando FL 32802-0038  
  
Or at:  
  
201 S. Rosalind Avenue  
Orlando FL 32801