

# TIDAL WAVES

ARMA INTERNATIONAL  TIDEWATER CHAPTER #45



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## President's Message

Greetings...

It seems that we're at the "midpoint" of both *winter* and our *Chapter Year*. Since our last meeting, the groundhog has gained some leverage behind his prediction of more bad weather. We've gone from sunny, mild days to cold, damp and sometimes snowy weather. But let's not let that dampen our spirits... as the rest of the Chapter Year has much to offer.

This month, we'll be focusing on *self-development*. Given the times that we're living in, it's a topic that will benefit us personally as well as professionally. Our featured speaker, Stephanie Simmons, is a "seasoned" speaker (having spoken to our Chapter during previous Chapter Years).

As always, spread the word...invite a "guest" to join us virtually. Remember a "guest" is a potential "new member."

*Blessings...*

Darlene

## QUOTES TO THINK ABOUT

Ambition is putting a ladder against the sky

~*American Proverb*~

Don't mistake activity for achievement

~*John Wooden*~

Even a mistake may turn out to be the one thing necessary to a worthwhile achievement

~*Henry Ford*~

Discipline is the refining fire by which talent becomes ability

~*Roy L. Smith*~

[www.quotationspage.com](http://www.quotationspage.com)

[www.greatest-quotations.com](http://www.greatest-quotations.com)



African Grey Parrots have vocabularies of over 200 words

Australia was originally called New Holland

At birth Dalmations are always white

Your tongue is the fastest hearing part of your body

Elephants are the only mammal that can't jump

[www.did-you-knows.com](http://www.did-you-knows.com)



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## WHY CHOOSE DOMA?

DOMA's **data and document** management **solutions** can help boost efficiency, lower your environmental footprint, **save money**, free up space, and **increase security**



### HIGH VOLUME CONVERSION

DIGITIZE YOUR WORKFLOW



### INTUITIVE DATA EXTRACTION

TURN DOCUMENTS INTO DATA



### DX SOFTWARE PLATFORM

TOTAL CONTENT MANAGEMENT



### DYNAMIC CLOUD SERVICES

SCALABLE ENTERPRISE SOLUTIONS

DOMA PROUDLY SUPPORTS THE ARMA TIDEWATER CHAPTER

## TREASURY ACTIVITY REPORT



FEBRUARY 2021

**CHECKING OPERATING ACCOUNT**

Beginning Balance -February 1, 2020			<b>9,689.58</b>
Deposits:			
Date	Description		0.00
Date	Description		0.00
Date	Description		0.00
Date	Description		0.00
Date	Description		0.00
	<b>Total Deposits</b>		<b>0.00</b>
Disbursements:			
Date	Description		0.00
Date	Description		0.00
Date	Description		0.00
Date	Description		0.00
	<b>Total Disbursements</b>		<b>0.00</b>
<i>Ending Balance as of February 28, 2021</i>			<b>9,689.58</b>

**SAVINGS/SCHOLARSHIP ACCOUNT**

Beginning Balance -February 1, 2020			<b>3,360.95</b>
Deposits:			
Date	Description		0.00
Date	Description		0.00
	<b>Total Deposit</b>		<b>0.00</b>
Disbursements:			
Date			0.00
Date			0.00
	<b>Total Disbursements</b>		<b>0.00</b>
<i>Ending Balance as of February 28, 2021</i>			<b>3,360.95</b>

**TIDEWATER ARMA NET WORTH: 13,050.53**

*Respectfully Submitted*

*Susan E. Marziani, Treasurer*

*Date: 2 March 2021*

*Verified with bank statement*

# MARCH PROGRAM

MARCH 16, 2021

Presented By: Stephanie Simmons, Newport News Shipbuilding

Ask Yourself - Are You A Star at Work?

“If you decide to develop what you do well and become a master of yourself; If you set goals and go after them with all the determination you can muster, your gifts will take you places that will amaze you.”

~ *Les Brown* ~



**ARMA Tidewater  
CALENDAR OF EVENTS**

5:30 Meeting; 6:00 Speaker/Presentation

2020 – 2021

**ONCE A MONTH – INVEST IN YOU AND JOIN US**

Aug 2020						
S	M	T	W	T	F	S
						1
2	3	4		6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**PLANNING**

Sep 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**EMERGENCY PREPAREDNESS  
DISASTER RECOVERY  
MATT DECIRCE, POLYGON US**

Oct 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**DISASTER  
WHAT NOT TO DO  
GREG DOLAK, YCSD**

Nov 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**GUILTY UNTIL PROVEN INNOCENT  
DARLENE BARBER, CRM  
NEWPORT NEWS SHIPBUILDING**

Dec 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**ONLINE ANGEL TREE GIVING**

Jan 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**BOSSES' APPRECIATION  
MOTIVATIONAL SPEAKER  
LINDSAY CESTERO  
BAYPORT CREDIT UNION**

Feb 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**DIGITAL MAILROOM  
DOMA**

Mar 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**ARE YOU A STAR AT WORK?  
STEPHANIE SIMMONS  
NEWPORT NEWS SHIPBUILDING**

Apr 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**VIRTUAL TOUR  
DOMA FACILITIES**

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

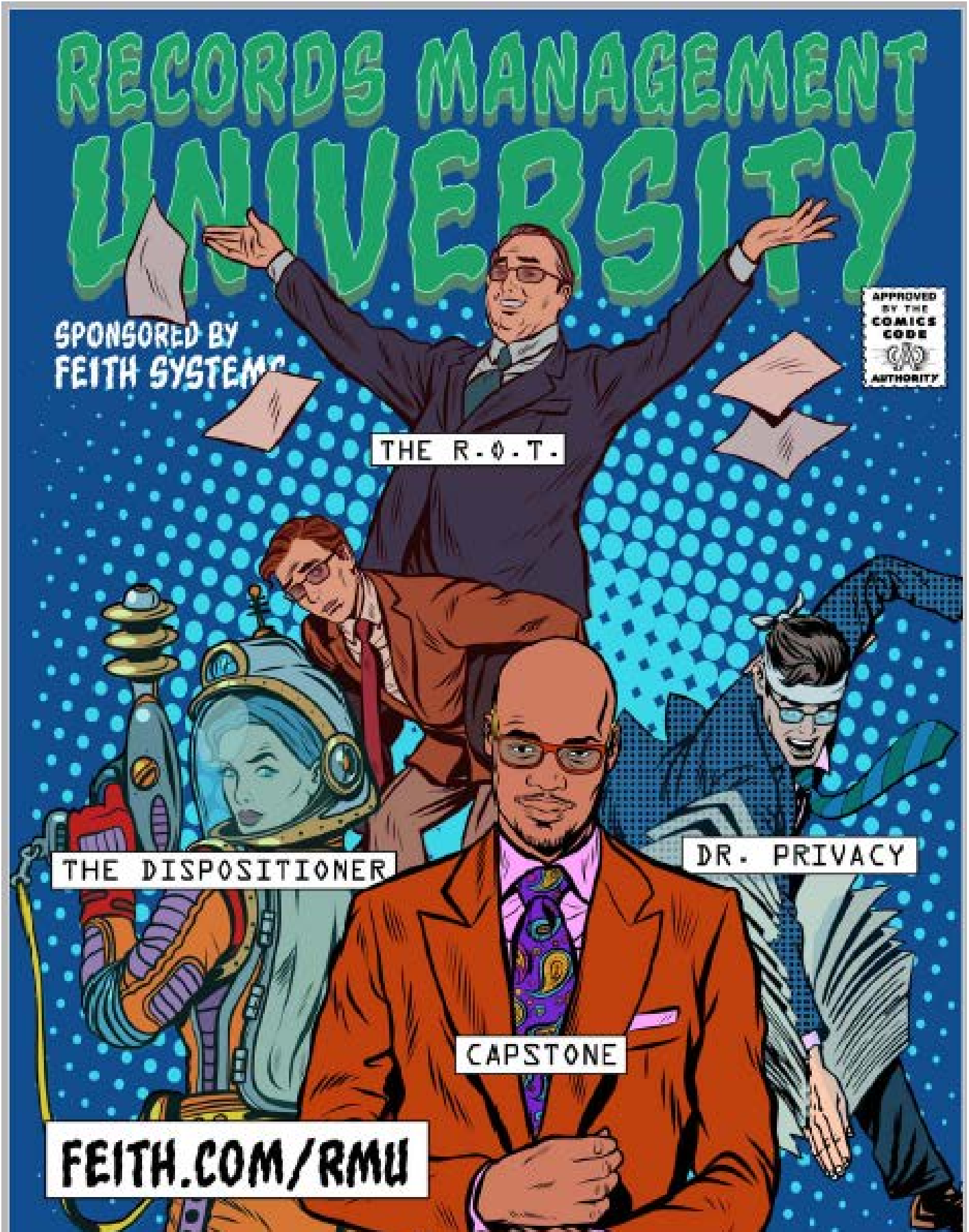
**Program TBD**

Jun 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**CHAPTER AWARDS &  
INSTALLATION OF OFFICERS**

Jul 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**SUMMER BREAK**



# Contact Us

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## 2020 - 2021 Chapter Officers

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## ARMA PUBLICATIONS

7 Steps for Legal Holds of ESI and Other Documents

A Guide to Commonly Used National and International Records Management

A Minor Nuisance Spread Across the Organization

Access Rights to Business Data on Personally-Owned Computers

ARMA Guide to the Information Process

Auditing for Records and Information Management Program Compliance

Big Buckets or Big Ideas?

Chucking Daisies: Ten Rules for Taking Control of Your Organization's Digital Debris

Confidentiality, Privacy, and Information Security: A Primer for Law Firm Records and Information Governance Professionals

For more details, visit [arma.org](http://arma.org).





# MEET YOUR CHAPTER MEMBERS



Monica Wilburn  
Records/Freedom of Information Act (FOIA) Manager  
City of Chesapeake

I grew up in Virginia Beach and currently live in southern Chesapeake with my husband, son, cats, chicken, sheep, and miniature donkeys. I have worked for the City of Chesapeake for seven years and been in my current position for almost four. Prior to being the City's Records/FOIA Manager, I was a paralegal in the City Attorney's office.

I graduated from the University of Mary Washington in 2009 with a double major in Political Science and International Affairs. In 2019, I obtained my Information Governance Professional (IGP) certification. Currently, I am working on a graduate degree in Public Administration at ODU. In my free time, I like to spend time with my family, bake, read, and knit. I've also recently taken up sewing in an effort to have masks in lots of fun colors and patterns.

# The Institute of Certified Records Managers (ICRM) Announces Online-Only Testing is Here!

**Albany, NY, ICRM Business Office, September 1, 2020** - The Institute is launching Online Testing September 1. Candidates can now take exams through proctored online testing in the comfort and safety of their own environments, whether home or office. In person testing is no longer offered.

The Online Testing Taskforce chose to move from in person testing with Pearson VUE to Prolydian's online testing partner Examity. This change creates a seamless process as the ICRM already uses Prolydian for the website, member management, application process, and test databank. This streamlined process will allow the ICRM to serve its candidates better.

In conjunction with the move to online testing, the Institute will expand the Part 6 testing cycle from two weeks to two months. This provides more flexibility for candidates to schedule a Part 6 exam. A candidate who does not pass the Part 6 exam, must wait until the next exam cycle to be eligible to take it again. The first Part 6 online exam cycle starts October 1 and ends November 30.

Parts 1-5 will still be offered year-round. If a candidate fails to pass one of these multiple-choice exams, they may reschedule at any time upon receipt of their results. Test results will be received within 72 hours.

"We are thrilled to launch our new online testing module that provides greater accessibility to our candidates. I am grateful for the hard work and diligence of the Online Testing Taskforce over the past five months to bring online testing to fruition. These are challenging, but also exciting times, as we are able to use technology to modernize processes and better serve our candidates," said ICRM President Paula Sutton, CRM, IGP, FAI.

Please visit [Online Exam FAQ](#), [Taking the CRM Exam](#), and [Taking the CRA Exam](#) for more information about the online testing process and how to achieve your certification. To learn more, please contact the ICRM Business Office.

## **ICRM Business Office Contact Information:**

(877)244-3128 <http://www.icrm.org> or [admin@icrm.org](mailto:admin@icrm.org)

## **About ICRM**

The Institute of Certified Records Managers (ICRM) is an international certifying organization of and for professional records and information managers. The ICRM was incorporated in 1975 to meet the requirement to have a standard by which persons involved in records and information management could be measured, accredited and recognized according to criteria of experience and capability established by their peers.