

# TIDAL WAVES

ARMA INTERNATIONAL  TIDEWATER CHAPTER #45



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## President's Message

Greetings...

April is here...and with it comes not only *April showers*, but also *Records and Information Management Month*. With its origin dating back to 2002, this timeframe is set aside to promote efficient recordkeeping and information management practices. Make plans now to promote awareness at your organization.

And what better way for us as a Chapter to celebrate than with our Annual Tour. As with most events during this Pandemic, this year's tour will be *virtual* and will feature a *digital* tour of DOMA's facilities (hosted by Josh Borum and his Team).

Looking forward to "seeing" you then...

Blessings -

*Darlene*

## Quotations Page

I was seldom able to see an opportunity until it had ceased to be one.  
~Mark Twain~

It's choice, not change that determines your destiny.  
~Jean Nidetch~

Courage is the art of being the only one who knows you're scared to death.  
~Harold Wilson~

<http://www.quotationspage.com>



1 googol is the number 1 followed by 100 zeros  
 A duck can't walk without bobbing its head  
 Dragonflies have six legs but can't walk  
 In 1878 the first telephone book made  
 contained only 50 names

[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****MARCH 2021****CHECKING OPERATING ACCOUNT**

Beginning Balance - March 1, 2020			<b>9,689.58</b>
Deposits:			
3/5/21	Escrow Deposit/Headquarters	60.00	
3/19/21	Escrow Deposit/Headquarters	40.00	
3/31/21	Dividend/Interest Earned	1.20	
Date	Description	0.00	
Date	Description	0.00	
Date	Description	0.00	
	<b>Total Deposits</b>	<b>101.20</b>	
Disbursements:			
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 March 31, 2021</i>			<b>9,790.78</b>

**SAVINGS/SCHOLARSHIP ACCOUNT**

Beginning Balance - March 1, 2020			<b>3,360.95</b>
Deposits:			
3/31/21	Dividend/Interest Earned	1.24	
Date	Description	0.00	
	<b>Total Deposit</b>	<b>1.24</b>	
Disbursements:			
Date		0.00	
Date		0.00	
	<b>Total Disbursements</b>	<b>0.00</b>	
<i>Ending Balance as of March 31, 2021</i>			<b>3,362.19</b>

**TIDEWATER ARMA NET WORTH: 13,152.97**

*Respectfully Submitted*

*Susan E. Marziani, Treasurer*

*Date 2 April 2021*

*Reconciled with bank statement*

# Tidewater ARMA General Membership Meeting

**February 16, 2021**

## **Call to Order**

**Darlene Barber**

Meeting was called to order at 5:32pm by Darlene Barber

## **Attendees:**

Darlene Barber, Bond, Tamika, Felicia Coker, Susan Marziani, Lori Newell, Kim Wilson, Hope Carroll, Kristofer Wilson, Patronda Graham, Melanie Needam, Amber Loving, Pam Parks, Alexis Vest

## **Presenters (DOMA)**

Josh Borum

Katrina Porter

**Old Business-** No old business

## **New Business**

- **Treasurer's Report** – approved and filed
- **Committee Reports-** no reports presented
  - **Member Care Committee** - no new business
  - **Charitable Committee** – We received a thank you card from 2 of our angel tree recipients.
  - **Other-** Meeting minutes were approved

## **Introduction of Speaker**

**Darlene Barber**

### ***The Digital Mailroom (DOMA)***

**Presented By: Josh Borum**

DOMA Technologies is a document and data solution provider. They were founded in 2000 in Virginia Beach with over 250 full time employees. DOMA works with federal, state/local government, education, healthcare and commercial business.

Josh introduced the concept of a digital mailroom. The traditional mailroom takes up a considerable amount of space and time to get mail to the recipient. Digital Mailroom Digital Mailroom gets mail directly forwarded to a dedicated po box or secure facility. The mail is

scanned on the same day and indexed accordingly. The mail is OCR'd unless handwritten. The electronic version of the mail is routed to the designated party through a secure network.

The digital mailroom really improves your overall business process. For example, expedite invoicing and receiving incoming checks quickly and securely.

DOMA's data management solutions are designed to help organizations digitize their hardcopy files. The digitization process makes files convenient and accessed more quickly.

### **Other**

The annual seminar that was planned for May is being revisited. Virtual seminars are a little challenging with the pandemic. Please share your suggestions to any chairperson. The alternative may be to plan an interactive meeting for members.

### **Adjournment**

Meeting was adjourned at 6:18pm by Darlene Barber.

# Tidewater ARMA General Membership Meeting

**March 16, 2021**

## **Call to Order**

**Darlene Barber**

Meeting was called to order at 5:36 pm by Darlene Barber

## **Attendees:**

Darlene Barber, Patronda Graham, Susan Marziani, Lori Newell, Amber Loving, Pam Parks, Alexis Vest, Andrew Dail, Elizabeth Saxby and Stephanie Simmons, Guest Speaker.

**Old Business-** No old business

## **New Business**

- **Treasurer's Report** – approved and filed for audit
- **Committee Reports-** no reports presented
- **Member Care Committee** - no new business
- **Spring Seminar** - No in-person or virtual seminar for May. Looking for alternatives and welcoming suggestions.

## **Introduction of Speaker**

**Darlene Barber**

### ***Are You A Star At Work?***

**Presented by Stephanie Simmons  
Newport News Shipbuilding**

Stephanie presented Robert Kelley's Research Findings with these key points:

- Most people know that they have a start within them
- They see others with the same talent on the faster track
- Most want to be more productive, and do their best
- They just don't know how

She closed with a quote from Les Brown ““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.”

Her presentation will be uploaded to the Chapter Website.

**Other** – no other business put before the Chapter.

**Next Meeting:** April 20, 2021 – Virtual Tour of DOMA Technologies facilities.

**Adjournment** at 6:45 pm.

# VIRTUAL TOUR - DOMA TECHNOLOGIES APRIL 20, 2021

Josh Borum and his Team will present a virtual tour of their document management facility located in Virginia Beach.



## Records and Information Management Month



**ARMA Tidewater  
CALENDAR OF EVENTS**  
5:30 Meeting; 6:00 Speaker/Presentation

2020 – 2021

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

MEETINGS WILL BE HELD VIRTUALLY

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
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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						

BOSSSES' 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					

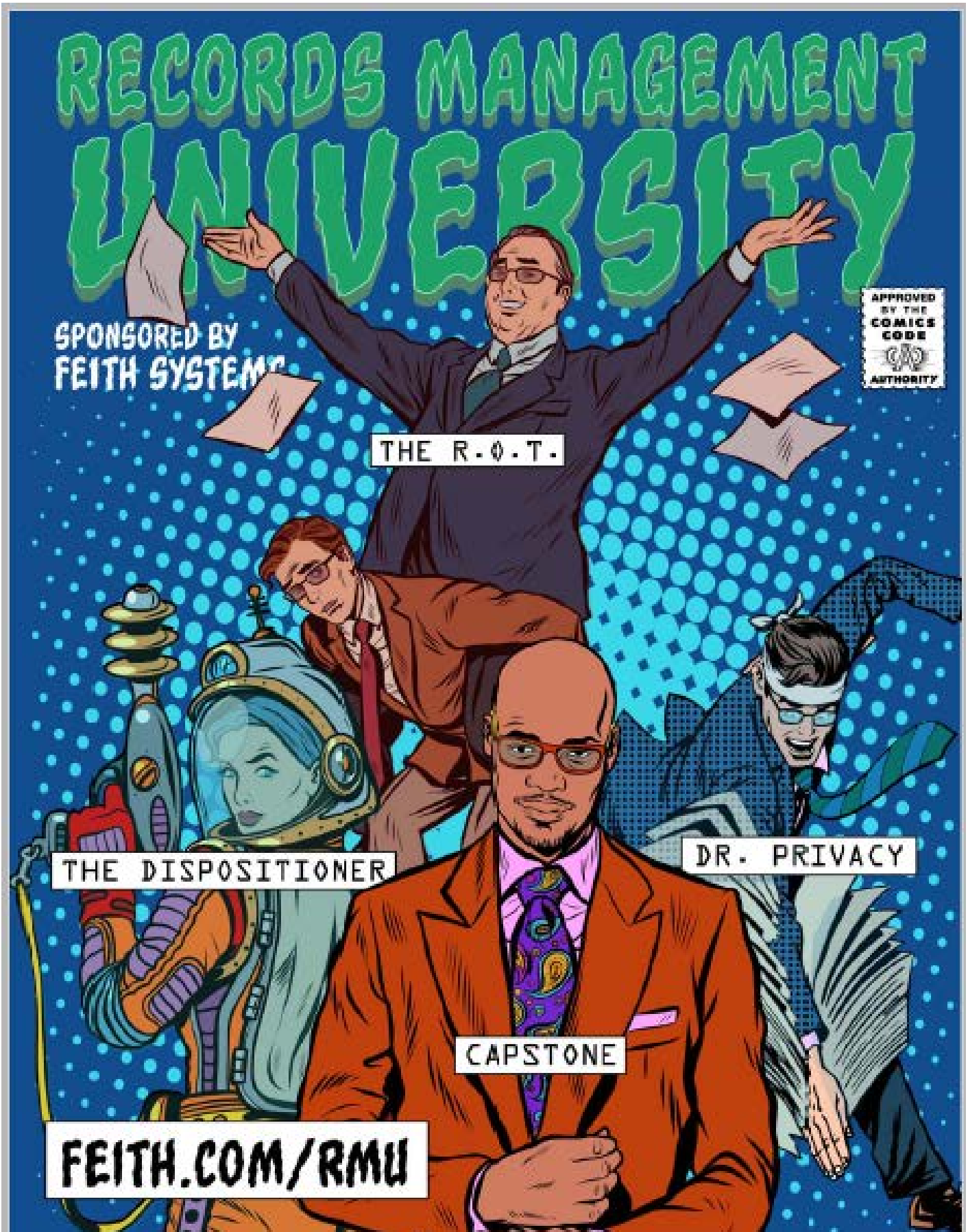
\*TBD

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

## Email

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

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[JTillman82@gmail.com](mailto:JTillman82@gmail.com)

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[smarzian@vbgov.com](mailto:smarzian@vbgov.com)

## 2020 - 2021 Chapter Officers

### President and Vice President

Darlene Barber  
757.380.4340  
[Darlene.Barber@hii-nns.com](mailto:Darlene.Barber@hii-nns.com)

### Secretary

Tamika Bond  
757.390.7884  
[Tamika.bond@nscorp.com](mailto:Tamika.bond@nscorp.com)

### Treasurer

Susan Marziani  
757.385.8908  
[smarzian@vbgov.com](mailto:smarzian@vbgov.com)

## ARMA PUBLICATIONS

[Contracted Destruction for  
Records and Information Media](#)

[Developing Electronic File  
Structures](#)

[Digital Document Management](#)

[Emergency Management for  
Records and Information  
Programs, 2<sup>nd</sup> Ed.](#)

[Establishing Alphabetic, Numeric  
and Subject Filing Systems](#)

[Factors Leading to the  
Establishment and Support of RIM  
Programs](#)

[Freedom of Information](#)

[Glossary of Records and  
Information Management Terms,  
5<sup>th</sup> Ed.](#)

[Guideline for Evaluating Offsite  
Records Storage Facilities](#)

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



# MEET YOUR CHAPTER MEMBERS



Check Next Month to Meet a new ARMA Member!

# 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.