

TIDAL WAVES

ARMA INTERNATIONAL  TIDEWATER CHAPTER #45



President’s Message
Page 2



Quotable Quotes
Page 2

What’s Inside?

| | | | |
|--------------------|--------|---------------------|---------|
| Did you Know? | Page 3 | Calendar of Events | Page 8 |
| Treasurer’s Report | Page 4 | Contact Information | Page 10 |
| Meeting Minutes | Page 5 | ARMA Publications | Page 10 |
| Monthly Program | Page 7 | ICRM Update | Page 11 |

President's Message

Greetings...

Despite all the changes brought on by the Pandemic, our Chapter was able to efficiently maneuver the challenges it posed, and host excellent monthly programs *virtually* (including our first *virtual* Angel Tree charity venture). As outgoing Chapter Vice-President/President, my most sincere appreciation is extended to the Board members for your support and dedication.

While I also fully extend a round of applause to those Chapter members and guests who participated *virtually* throughout the Chapter year, it was with a heavy heart that I found myself having to reach out to our Region Director (Ray Davis) to inform him of the Chapter's current state of crisis (and to inform him that we don't have a slate of candidates for the upcoming Chapter year).

I'm grateful for Ray's guidance, and remain hopeful that the Chapter can retain its Active status. If you haven't already responded to Ray's email, please be mindful of the June 18th deadline (and the foreseeable impact to the Chapter).

Blessings ...

Darlene

From The Quotations Page:

We make a living by what we get, we make a life by what we give.

~Sir Winston Churchill~

No act of kindness, no matter how small, is ever wasted.

~Aesop~

Pleasure in the job puts perfection in the work.

~Aristotle~

Always forgive your enemies; nothing annoys them so much.

~Oscar Wilde~



The word laser stands for “Light Amplification by Stimulated Emission of Radiation”

Coca Cola launched it’s 3rd product Sprite in 1961.

An octopus pupil is rectangular

There are only four words in the English language that end in “dous”; they are hazardous, horrendous, stupendous and tremendous

Bookkeeper and Bookkeeping are the only words in the English language with three consecutive double letters

www.did-you-knows.com



CONNECT ON LINKEDIN



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**MAY 2021****CHECKING OPERATING ACCOUNT**

| | | | |
|--|-----------------------|--------------|-----------------|
| Beginning Balance - May 1, 2020 | | | 9,635.78 |
| Deposits: | | | |
| 5/13/21 | ARMA Int'l Escrow | 20.00 | |
| Date | Description | 0.00 | |
| Date | Description | 0.00 | |
| Date | Description | 0.00 | |
| Total Deposits | | 20.00 | |
| Disbursements: | | | |
| 5/21/21 | SCC-Annual Filing Fee | 25.00 | |
| Date | Description | 0.00 | |
| Date | Description | 0.00 | |
| Date | Description | 0.00 | |
| Total Disbursements | | 25.00 | |
| <i>Ending Balance as of May 31, 2021</i> | | | 9,630.78 |

SAVINGS/SCHOLARSHIP ACCOUNT

| | | | |
|--|-------------|-------------|-----------------|
| Beginning Balance - May 1, 2020 | | | 3,362.19 |
| Deposits: | | | |
| Date | Description | 0.00 | |
| Date | Description | 0.00 | |
| Total Deposit | | 0.00 | |
| Disbursements: | | | |
| Date | | 0.00 | |
| Date | | 0.00 | |
| Total Disbursements | | 0.00 | |
| <i>Ending Balance as of May 31, 2021</i> | | | 3,362.19 |

TIDEWATER ARMA NET WORTH: 12,992.97

Respectfully Submitted
 Susan E. Marziani, Treasurer
 Date: 2 June 2021

A handwritten signature in blue ink, appearing to read "Susan Marziani".

Tidewater ARMA General Membership Meeting

May 18, 2021

Attendees

Members:

Kim Wilson, Darlene Barber, Susan Marziani, Tamika Bond, Felicia Coker, Michelle Trader, Jonathan Tillman

Guests:

Ray Davis, Region Director ARMA Mid-Atlantic Region

Heather Lehman, Senior Manager, Membership and Components, ARMA International

Call to Order

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

Old Business

There was no old business to report.

New Business

Approval of Treasurer's Report - Treasurer's report was approved and filed for audit

Approval of Minutes- Minutes were approved as published in the newsletter

Committee Reports - no committee reports were shared

Member Care Committee- no member care updates

Roundtable Discussion

Ray Davis

Region Director, Mid-Atlantic Region

In view of the low attendance and low Board participation over the past few years, the Chapter is looking for guidance from the Regional Director on how to move forward. In the virtual environment, the meeting attendance should increase instead of decreasing as it has for the Tidewater ARMA Chapter.

Next year will be the Tidewater ARMA Chapter's 50th Anniversary and we would like to continue to see the Chapter flourish. A Chapter needs to have a minimum of 7 members that are interested in keeping the Chapter going. There are 4 Board member positions that must be filled: President, Vice President, Treasurer, Secretary.

There are 3 options:

Seat an Entire Board of Directors- Correspondence will go out June 1, to the Chapter members requesting volunteers for the Board positions by June 18.

Dormancy- The Chapter is closed but funds are held for 6-24 months until the Chapter determines if they will reform (merging with another Chapter or building up membership) within that timeframe and the money goes back to the Chapter. Otherwise the funds will go to the National Board. The Tidewater Chapter will automatically go dormant if there are not enough volunteers to fill the vacant Board seats.

Close- If there are not enough volunteers for the Board, the recommendation would be that the Tidewater ARMA Chapter would close. The members of the Tidewater Chapter would have their membership moved to another Chapter.

Ray Davis will draft an email and share it with President Darlene Barber and Heather Lehman regarding request for member participation to fill seats on the Board.

Adjournment

Meeting was adjourned at 6:03pm by Darlene Barber.

Chapter Awards & Officer Installation

JUNE 15, 2021

DETAILS TO FOLLOW



**ARMA Tidewater
CALENDAR OF EVENTS**

5:30 Meeting; 6:00 Speaker/Presentation

2020 – 2021

ONCE A MONTH – INVEST IN YOU AND JOIN US

MEETINGS FROM SEPTEMBER through MARCH WILL BE HELD VIRTUALLY VIA ZOOM

| 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 | | | | | | |

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 | | | | | |

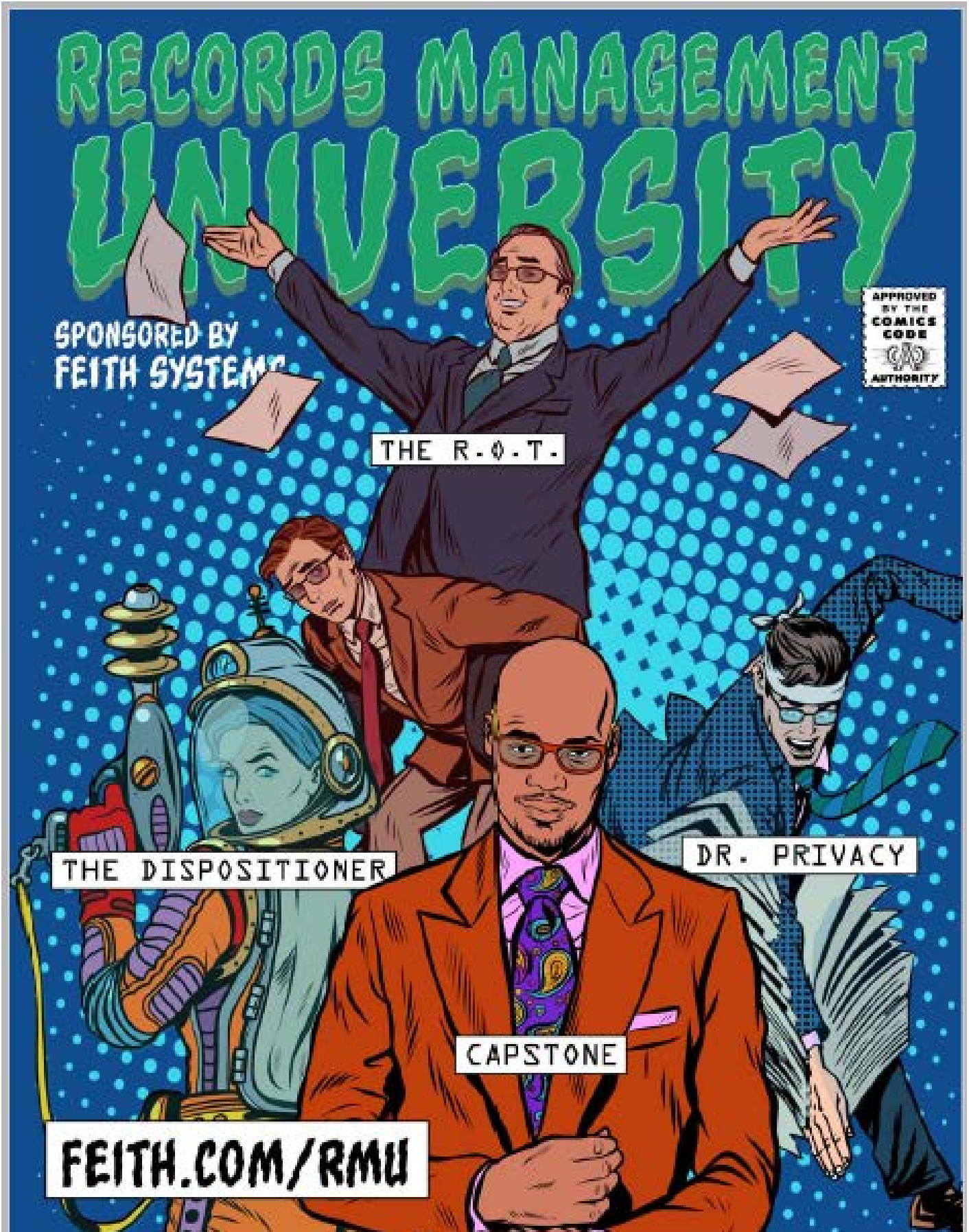
SPECIAL MEETING
RAY DAVIS
REGION DIRECTOR

| 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

Tidewater.arma@gmail.com

Website

www.arma-tidewater.org

Webmaster

JTillman82@gmail.com

Newsletter Editor

smarzian@vbgov.com

2020 - 2021 Chapter Officers

President and Vice President

Darlene Barber

757.380.4340

Darlene.Barber@hii-nns.com

Secretary

Tamika Bond

757.390.7884

Tamika.bond@nscorp.com

Treasurer

Susan Marziani

757.385.8908

smarzian@vbgov.com

ARMA IN THE NEWS (or other resources)

[Information Governance
Concepts, Requirements,
Technologies](#)

[INFORMATION: The
Comprehensive Overview of the
Information Profession](#)

[Job Descriptions for Information
Management and Information
Governance](#)

[Legal Holds & Spoliation](#)

[Legal Holds for Anticipated
Litigation](#)

[Managing Records in Microsoft
SharePoint](#)

[Merges, Acquisitions, Divestitures
and Closures](#)

[Metadata In Court](#)

[Metadata: A Basic Tutorial for
Records Managers](#)

[Records and Information
Management Core
Competencies, 2nd Ed.](#)

For more details, visit arma.org.

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

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.