



## Annual Awards and Officer Installations

On June 20, 2017 at Bayport Training Center in Newport News, the Tidewater Chapter celebrated another successful year recognizing two members for their contributions, thanking the Board of Directors for their service, and installing the new 2017-2018 Board of Directors.

Past President Jonathan Tillman thanked the 2016-2017 Board of Directors for their service: President Darlene Barber, Vice President Sarah Quisenberry, Treasurer Virginia Jones and Secretary Lori Newell. Tillman awarded the Unsung Hero award to Darlene Barber for all the work and time she commits to keep the chapter organized and successful. Sarah Quisenberry was awarded the Tidewater Chapter Member of the Year award for stepping up to the Vice President duties mid-year when the prior Vice President was not able to complete her term. Special appreciation also goes to Lori Newell who agreed to take on the Secretary duties for the chapter mid-year.



Lori Newell led the installation ceremony and swore in the 2017-2018 Officers of the Board of Directors. Belle Affaire catered yet another delicious dinner with an international flair!

In photo: 2017-2018 Officers: J. Tillman, D. Barber, M. Trader, S. Quisenberry (absent S. Marziani)

### 2017-2018 Officers of the Board of Directors

**President**

Darlene Barber, CRM  
(757) 380-4340  
Darlene.Barber@hii-nns.com

**Vice President**

Sarah Quisenberry  
(757) 629-2686  
Sarah.Quisenberry@nscorp.com

**Secretary**

Susan Marziani  
(757) 385-8908  
SMarzian@vbgov.com

**Treasurer**

Michele Trader  
(757) 222-6000 xx6660  
mtrader@hrtransit.org

**Past President**

Jonathan Tillman  
(757) 926-1115  
JTillman82@gmail.com

**Mid-Atlantic Region Manager**

Bradlee Davis  
(919) 760-6474  
Bradlee.Davis@jacksonlewis.com

### In This Issue

- 2016-2017 Recognition & Awards
- 2017-2018 Board of Directors
- President's Message
- Celebrating Virginia Jones, CRM, FAI
- Get Certified!
- ESI Seminar 2017 and March Treasurer's Report
- April Treasurer's Report
- Scholarship Opportunities and May Treasurer's Report
- ARMA Live! 2017
- IG Academy and June Treasurer's Report
- April Minutes
- Committees
- June Minutes

### Page

- 1
- 1
- 2
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11



## Virginia Jones, CRM, FAI

With more than 50 years of experience in records and information management (RIM), Virginia Jones, CRM, FAI retired in 2017 from the Newport News (Virginia) Department of Public Utilities. An adjunct graduate course instructor in the School of Library and Information Science for Wayne State University, Jones authored numerous RIM-related books, as well as articles for national trade publications. She is the author of the AIEF studies Requirements for Personal Information Protection, Part 1: U.S. Federal Law and Part 2: U.S. State Law and has developed policies and procedures and an internal training program for compliance with Virginia state privacy laws.

In 2011, she partnered with Darlene Barber, CRM, to publish the second edition of her best-selling Emergency Management for Records and Information Programs book. In the revision, they provided more guidance on electronic records security and data privacy, the role of business process analysis in vital records identification, and new protection and planning concepts derived from the U.S. National Incident Management System.

Jones is a member and a fellow of both AIIM and ARMA International, and she served on the Institute of Certified Records Managers' Board of Regents. She served for many years on the ARMA Tidewater Chapter Board of Directors, most recently as Treasurer, and has served as the newsletter editor for several years.

The Tidewater Chapter of ARMA thanks Ms. Jones for all her work to advance the field of records and information management and for sharing her vast knowledge with us over the years. Congratulations on your well-earned retirement!

Making a big life change is scary. But do you know what's even scarier? Regret

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## President's Message

Greetings...

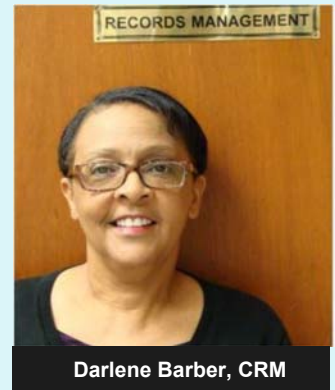
Your Chapter Board is taking "time out" from *Summer Break* to begin planning for the upcoming Chapter Year. With Fall rapidly approaching, Board members are busy planning monthly programs and securing speakers. As *members*, you too can help...reach out to a Board member with timely topics that interest you.

Several committees also stand in need of a Committee Chair and/or additional members. Signing up to help is easy...simply contact Sarah Quisenberry, Chapter Vice-President and Program Chair at [Sarah.Quisenberry@nscorp.com](mailto:Sarah.Quisenberry@nscorp.com).

I look forward to seeing all of you at our September meeting.

Blessings –

*Darlene*



### Congratulations to our members:

Jonathan Tillman starts a new position at the City of Hampton as the Records Management Specialist.

Theresa House, Manager Electronic Records, retired from Norfolk Southern Corporation on July 1st.

# Get Certified!

## Institute of Certified Records Managers

For informational materials describing the certification process, including the qualifications required and the examination form, go to [www.icrm.org](http://www.icrm.org) or call 1-877-244-3128 or email [admin@icrm.org](mailto:admin@icrm.org)



The CRM examinations are given four times per year at Pearson VUE locations throughout the world. Upcoming exam cycles and registration for the CRM Examination are as follows:

**Summer 2017:** August 7—August 18, 2017.

This exam will accept reservations from May 19—August 3, 2017

**Fall 2017:** November 6—November 17, 2017.

This exam will accept reservations from August 25—November 2, 2017

**Winter 2018:** February 5—February 16, 2018.

This exam will accept reservations from November 24, 2017—February 1, 2018

**Spring 2018:** May 7—May 18, 2018

This exam will accept reservations from February 23—May 3, 2018

## Information Governance Professional

For informational materials describing the certification process, including the qualifications required and the examination form,

go to [www.arma.org/igp-resources](http://www.arma.org/igp-resources)

The IGP examinations are given at Pearson VUE locations throughout the world.

The IGP testing windows are:

**2017:**

September 11—November 10; application deadline is November 3

**2018:**

March 19—May 18; application deadline is May 11

September 24—November 17; application deadline is November 10

## Certified Information Professional

For informational materials describing the certification process, including the qualifications required and the examination form,

go to [www.aiim.org/education-section/cip](http://www.aiim.org/education-section/cip)

The exam is now live. Candidates for the CIP can take the exam at any Kryterion test facility. It consists of a two-hour, single-part proctored exam with 100 multiple choice questions, electronically scored.

## May 16, 2017 Tidewater Chapter ESI Seminar

The Tidewater Chapter annual seminar was held at the Newport News Marriott. Karen Knight of *Cohasset Associates* presented the path and challenges associated with transitioning from RIM to IG. Joe Carpenter, Information Governance Counsel for Norfolk Southern, discussed the role of technology and growth of electronic discovery to increase efficiency, reduce costs and limit risk. Linda Sharp, General Counsel at ZL Technology, showed the vital role that records management plays and the impact of technology changes and the speed of change on the records management role. Survey comments focused on the quality of the speakers and continuity of the topics. Overall the event was well received.

## TREASURER'S ACTIVITY REPORT MARCH 2017

### CHECKING/OPERATING ACCOUNT

<b>Beginning Balance March 1, 2017</b>		<b>\$6,160.57</b>
<b>Receipts:</b>		
03/16	Chapter Escrow	40.00
03/22	March meeting	310.00
03/31	Interest	1.46
<b>Total Operating Receipts</b>		<b>+ \$351.46</b>
<b>Disbursements:</b>		
03/08	Speaker and Bosses Gifts	128.73
03/08	February Meeting catering	244.49
03/17	Seminar Postage	294.00
03/23	Hyatt Chesapeake March Meeting	374.78
03/28	AVAS Flowers member care	67.93
<b>Total Operating Disbursements</b>		<b>-\$1,109.93</b>
<b>Ending Balance as of March 31, 2017</b>		<b>\$5,402.10</b>

### SAVINGS/SCHOLARSHIP ACCOUNT

<b>Beginning Balance March 1, 2017</b>		<b>\$2,129.09</b>
03/31	Interest	1.31
<b>Ending Balance as of March 31, 2017</b>		<b>\$2,130.40</b>

**TIDEWATER ARMA NET WORTH: \$7,532.50**

*Respectfully Submitted,  
Virginia A Jones, Treasurer  
April 30, 2017*



May 16, 2017 Tidewater Chapter Seminar



**TREASURER'S ACTIVITY REPORT  
APRIL 2017**

**CHECKING/OPERATING ACCOUNT**

<b>Beginning Balance April 1, 2017</b>	<b>\$5,402.10</b>
<b>Receipts:</b>	
04/15    AVAS Flower member care	67.93
04/19    Escrow chapter membership	20.00
<b>Total Operating Receipts</b>	<b>+ \$87.93</b>
<b>Disbursements:</b>	
04/10    VA Secretary of State	26.95
04/24    Marriott April Meeting	518.27
<b>Total Operating Disbursements</b>	<b>-\$545.22</b>
<b>Ending Balance as of April 30, 2017</b>	<b>\$4,944.81</b>

**SAVINGS/SCHOLARSHIP ACCOUNT**

<b>Beginning Balance April 1, 2017</b>	<b>\$2,130.40</b>
No Transactions this month	
<b>Ending Balance as of April 30, 2017</b>	<b>\$2,130.40</b>

**TIDEWATER ARMA NET WORTH: \$7,532.50**

*Respectfully Submitted,  
Virginia A Jones, Treasurer  
May 30, 2017*



**Volunteers Needed!**

Help plan and staff the May 2018 ARMA Tidewater Chapter Seminar.

Email Tidewater.arma@gmail.com if you want to help.

Opportunities include: vendor manager, raffle organizer, seminar facilitator, registration desk and more!



## SCHOLARSHIP AND REIMBURSEMENT OPPORTUNITIES

### ACCESS LEADERSHIP SCHOLARS PROGRAM ADMINISTERED BY AIEF

RIM practitioners:  
Can you use \$2,000 to help with college expenses? Even better, how about \$6,000?

If you are currently employed as a RIM professional and are working towards a college degree, you may be eligible for a scholarship of up to \$6,000 from the Access Leadership Scholars program, administered by the ARMA International Education Foundation (AIEF).

The goal of this program, now in its fourth year, is to enable outstanding RIM practitioners to advance to positions of greater responsibility that require college degrees and to advance their leadership skills for roles in the field of information management.

Six awards have been made in prior years to RIM practitioners working in six states across the U.S. at companies including Phillips 66, Booz Allen Hamilton, Sealy & Co, Nova Southeastern University and Houston Community College. Several awardees recounted being the first in their families to go to college.

Access CEO Rob Alston says that, "Access has long been committed to active participation in our local communities

## TREASURER'S ACTIVITY REPORT MAY 2017

### CHECKING/OPERATING ACCOUNT

<b>Beginning Balance May 1, 2017</b>		<b>\$4,944.81</b>
<b>Receipts:</b>		
05/02	seminar fees	2,951.00
05/23	seminar fees	3,237.16
05/30	seminar fees	2,094.00
<b>Total Operating Receipts</b>		<b>+ \$8,282.16</b>
<b>Disbursements:</b>		
05/16	Speaker expenses	632.95
05/29	Marriott seminar expenses	5,000.00
<b>Total Operating Disbursements</b>		<b>- \$5,632.95</b>
<b>Ending Balance as of May 31, 2017</b>		<b>\$7,594.02</b>

### SAVINGS/SCHOLARSHIP ACCOUNT

<b>Beginning Balance May 1, 2017</b>		<b>\$2,130.40</b>
05/02	Raffle April Meeting	31.00
05/17	Raffle seminar	198.00
<b>Ending Balance as of May 31, 2017</b>		<b>\$2,359.40</b>

**TIDEWATER ARMA NET WORTH: \$9,953.42**

*Respectfully Submitted,  
Virginia A Jones, Treasurer  
May 30, 2017*

and in the broader community of RIM practitioners. We believe that this level of engagement is part of who we are and how we make a difference as a company and as Access team members."

Mike Smith, Chair of AIEF, states that, "This program has enabled larger scholarships, making a real difference in upward mobility for talented people held back by the absence of a degree."

For more information and for an application form, see:

<http://armaedfoundation.org/scholarship-program/currently-available-scholarships/>



# ARMA International Conference in Orlando

## Register Now for ARMA Live 2017! and Cash in on Early Bird & Hotel Discounts

Take advantage of the Early Bird Discount!

If you register on or before August 24, you'll save \$200 off the full conference registration fee.

So sign up now for "Agents of Change," the annual ARMA conference and expo, to be held October 15 – 17 in Orlando. PLUS, if you book your hotel during registration, you can save an additional \$200 on top of the early bird price!

NEW: Participants are eligible for up to 20 CRM credits – the most ever for this conference!

<http://conference.explorearma.org/cms/>



## ARMA Flipped!

### A Bonus for Full Conference Registrants

The flipped sessions are four web seminars with live text chat, SMEs, and solution providers in a virtual exhibit hall. Part one provides the content instruction in an online virtual conference on August 29, which you can attend from your home or office. Part two provides hands-on application of the online instruction in a follow-up, face-to-face workshop at the Orlando conference. You must take part in the online virtual conference if you wish to participate in the ARMA Flipped! onsite workshops. Anyone with a full conference registration will be automatically registered for ARMA Flipped!

### La ARMA NOSTRA RIM CERTIFICATION REIMBURSEMENT AWARDS

RIM practitioners: Need \$500 to help with certification expenses?

If you are currently employed as an information management professional and have been for at least a year; are currently a member of an information management-related professional association (ARMA, AIIM, etc.); have completed part or all of an information management-related certification program since January 1, 2016; and are able to provide evidence of expenses, you may be eligible for a La ARMA Nostra RIM Certification Reimbursement Award, administered by the ARMA International Educational Foundation (AIEF).

This program aims to help information management practitioners achieve certifications that support their professional development.. Six awards of \$500 each will be made in early October 2017. The application deadline is September 1, 2017. For more information and for an application form, see:

<http://armaedfoundation.org/scholarship-program/currently-available-scholarships/>

# Institute for InfoGov Free “IG Academy” Educational Webinar Series Begin August 15

REGISTRATION IS NOW OPEN FOR OUR FREE WEBINAR TRAINING SERIES!



**AUGUST 15, 2017, 2PM-3PM Eastern Time**  
**INTRODUCTION TO INFORMATION GOVERNANCE**

- IG Definitions, Concepts
- IG Models & Frameworks
- Lessons Learned from Failures in InfoGov

Register at <https://attendee.gotowebinar.com/register/3464104126694809859>

## TREASURER’S ACTIVITY REPORT JUNE 2017

### CHECKING/OPERATING ACCOUNT

<b>Beginning Balance June 1, 2017</b>	<b>\$7,594.02</b>
<b>Receipts:</b>	
06/05 Regional speaker grant	500.00
06/19 Escrow chapter membership	80.00
06/21 June meeting	100.00
06/30 Interest	1.58
<b>Total Operating Receipts</b>	<b>+ \$681.58</b>
<b>Disbursements:</b>	
06/01 Marriott seminar expenses	1,900.34
06/02 Marriott seminar expenses	318.92
06/16 Catering June meeting deposit	200.00
06/26 Catering June meeting	170.00
06/27 Chapter awards	184.28
<b>Total Operating Disbursements</b>	<b>-\$2,773.54</b>
<b>Ending Balance as of June 30, 2017</b>	<b>\$5,502.06</b>

### SAVINGS/SCHOLARSHIP ACCOUNT

<b>Beginning Balance June 1, 2017</b>	<b>\$2,359.40</b>
06/30 Interest	1.40
<b>Ending Balance as of April 30, 2017</b>	<b>\$2,360.80</b>

**TIDEWATER ARMA NET WORTH: \$7,862.86**

*Respectfully Submitted,  
Virginia A Jones, Treasurer  
June 30, 2017*

The Institute for IG, the leading training organization in Information Governance (IG), will offer—for the first time—a new, complimentary series of educational IG webinars.

The five planned Fall sessions of **IG Academy™** will run from August to October, beginning August 15 and running every other Tuesday at 2PM Eastern Time.

The initial webinars will begin with introductory topics, to give beginners a baseline understanding of IG. The first session will be IG fundamentals, and then it will progress through a series of IG program topics including Best Practices.

**Attendees can earn continuing education credits for CRM, IGP, and CIP certifications, as well as CLE credits for attorneys.**







## ARMA Tidewater chapter turns 45 this year.

Email [Tidewater.arma@gmail.com](mailto:Tidewater.arma@gmail.com) with your celebration suggestions!  
And plan to join the party November 14th!

### MINUTES ARMA TIDEWATER CHAPTER April 18, 2017 City Center Marriott (Newport News, VA)

#### Call to Order

President Darlene Barber called the meeting to order at 7:00pm.

#### Attendees

Darlene Barber, Sarah Quisenberry, Lori Newell, Michele Trader, Georgia McQuigg, Gabe Buckley, Susan Marziani, Kim Wilson, Angie Diggs, Patronda Graham, Virginia Jones, Cheryl Sanford (Guest)

**Speaker:** Sarah Quisenberry, Norfolk Southern

#### Old Business

None

#### New Business

Kim Wilson was asked to the front and was presented with the member of the year award from ARMA International. Darlene is selling tickets for AIEF. The prize is an Apple iPad mini. Ticket prices are \$5 each or five tickets for \$20. The chapter received a thank you note that Darlene read from the adopted mother of the angel tree children that the Chapter sponsored at Christmas.

The March meeting minutes, which were published in the April newsletter were accepted without any changes. The Treasurers report has been tabled until next month so there is more time to review.

#### Committee Reports

**Membership:** Michele Trader reported that the chapter had a new member that joined from out of the area. She also distributed an updated membership list to all members in attendance.

**Seminar:** Sarah Quisenberry reported that the spring seminar planning is going well and is scheduled for May 16 at the City Center Marriott in Newport News. Sarah asked that if you haven't already done so, please register. They are also still asking for raffle and door prizes gifts.

#### Introduction of Speaker

Darlene introduced the speaker, Sarah Quisenberry. The topic was "Fun and Effective Records Management Training".

#### Newsletter deadline

Newsletter deadline is April 27, 2017.

#### Other

The Chapter's annual Spring Seminar will be held at the City Center Marriott Newport News. More information is available on the website.

#### Adjournment

The meeting was adjourned at 7:45 pm by Darlene.

Respectfully Submitted,  
Lori Newell, Chapter Secretary

## Chapter Committee Chairs

### **Charitable:**

Darlene Barber, CRM

### **Education:**

Jonathan Tillman

### **Financial & Audit:**

Lori Newell

### **Historian:**

Darlene Barber

### **Member Care:**

Georgia McQuigg

### **Membership:**

Michele Trader

### **Nominating:**

Susan Marziani

### **Program:**

Sarah Quisenberry

### **Publications/Publicity:**

### **Seminar:**

Sarah Quisenberry

### **By-Laws: and Standing Rules:**

Darlene Barber, CRM

### **Awards Committee:**

Jonathan Tillman

**Please review the following list of committees and contact [Tidewater.arma@gmail.com](mailto:Tidewater.arma@gmail.com) if you wish to serve as a committee chair or on a committee for the 2017-2018 year.**

**The Charitable Committee** organizes charitable events for the chapter (currently Nov. Food Drive & Dec, "Angel Tree").

**The Education Committee** solicits, reviews and selects scholarship recipients with our local colleges. They prepare necessary paperwork for the chapter membership submittal to ARMA International. This activity is conducted annually.

**The Financial/Audit Committee** ensures completion of the annual audit and reviews practices of the treasurer.

**The Historian** updates the history of the chapter and maintains a photographic history of the chapter.

**The Member Care Committee** reaches out to members in need. The committee provides support, encouragement and compassion for those who suffer injuries, illnesses, loss of loved ones and other "in need" situations.

**The Membership Committee** contacts potential members and relays information about the chapter to new members. This committee welcomes one and all to our chapter.

**The Nominating Committee** solicits membership and identifies candidates to serve on the board and on the various committees.

**The Program Committee** schedules the programs, including speakers, meeting locations, meeting materials, and RSVP's.

**The Publicity Committee** sends information about the chapter and meetings to members, prospective members, and the community, including local papers submissions, promotional information, public service announcements, the chapter newsletter and web page.

**The Seminar Committee** plans, organizes, and conducts the seminar, including securing speakers, venues, menus, brochure creation and mail-out, registration material, name tags, exhibitor responsibilities and annual raffle and door prize responsibilities.

All organizations are required to have bylaws and ARMA is no different. **The Bylaws Committee** reviews our bylaws on a regular basis and submits changes through the proper channels for adoption.

**The Awards Committee** conduct the selection process for the chapter awards.



## MINUTES

**ARMA TIDEWATER CHAPTER  
2016/17 OFFICER INSTALLATION AND AWARDS  
June 20, 2017  
BayPort Training Center, Newport News, VA**

### Call to Order

Sarah Quisenberry called the meeting to order at 6:01 pm.

### Attendees:

Darlene Barber, Jeff Barber, Sarah Quisenberry, Lori Newell, Dennis Newell, Jonathan Tillman, Michele Trader, Georgia McQuigg, Kim Wilson, Patronda Graham.

### Old Business:

Sarah reported that the Minutes and the Treasurer's Report have not been published in the newsletter yet so they could not be voted on.

### New Business:

November is the Chapters 45<sup>th</sup> anniversary. Let someone on the Board know if you have ideas on how we can celebrate.

Sarah wanted to honor Ginny Jones for her long service with the chapter and congratulate her on her recent retirement but she was not able to join us this evening.

In July Michele Trader will be representing the Chapter at the Regional Leadership meeting.

### Installation of Officers

Lori Newell, Chapter Secretary, performed the Installation. The following Officers were officially installed for the Chapter year 2017/18:

Darlene Barber, President  
Sarah Quisenberry, Vice President  
Michele Trader, Treasurer

Note: Susan Marziani, incoming Secretary, was not present at the June meeting and will be officially installed at the September general membership meeting.

### Chapter Awards:

Jonathan Tillman, Past President, thanked the outgoing board and awarded the following individuals for their contributions to the chapter.

Member of the Year: Sarah Quisenberry  
Unsung Hero: Darlene Barber

### Adjournment:

The meeting was adjourned at 6:15 pm.

Respectfully submitted, Lori Newell, Secretary

## Contact Us

Via email:

Tidewater.arma@gmail.com

Visit us on the web at

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

Webmaster:

JTillman82@gmail.com

Newsletter Editor:

Sarah.quisenberry@nscorp.com

Please email comments  
and articles!



## Mark your calendars:

**September 19, 2017**

Next ARMA Tidewater  
Chapter Meeting 5:30 pm

**October 15-17, 2017**

Agents of Change!  
ARMA LIVE! Orlando  
conference

**November 14, 2017**

ARMA Tidewater  
Chapter 45th celebration!

**January 16, 2018**

Annual Tidewater  
Chapter Boss' Night

PRESERVING YESTERDAY, MANAGING TODAY,  
PREPARING FOR TOMORROW

