Another exciting ARMA Houston year is already underway. We have an incredible new Board and an eager group of Committee volunteers hard at work planning some exciting events and opportunities for the coming year. With our theme of ARMA Houston: The Power to Change OUR Future, the sky is the limit with what we can do as individuals and as a Chapter!

A while back I found myself on one of those long, interminable transcontinental flights we all dread. Hoping for some quiet time to complete a novel I had been reading, the gentleman seated next to me began the usual small talk one reserves for such occasions. After polite exchanges about where we were headed, our families and the weather, the conversation took a decided turn that continued for the duration of the three-hour trip. My Kindle remained untouched.

My seatmate turned out to be a Ph.D. candidate completing the final draft of his dissertation on the role of “corporate values in complex decision making in Fortune 200 companies.” Not exactly the normal air travel fodder for conversation. However, I listened with interest as he described how values, whether personal or corporate, provide the simple, fundamental beliefs upon which all decisions and actions are based. Core values provide stability and a foundation to our lives and businesses in a rapidly changing and turbulent world.

I mentioned I worked for a company at the time that had indeed adopted a corporate values statement and was a Past President of a professional association that had also adopted a set of core values statements. Sensing his interest, I scrambled to locate copies of each statement to give him. We continued to talk about the need for basic values in all aspects of life and business while exploring whether an individual or organization can be truly successful without a core set of values with which to guide them. The trip ended with a spirited debate of what constitutes “success” and we went our separate ways.

Later that evening I began thinking of the rapid and unprecedented change records...
President’s Desk, cont’d from pg. 1...

information governance as a profession is undergoing. How can we as practitioners survive and achieve success within our organizations without some sort of guiding principles to lead us? What are our core values... our fundamental beliefs upon which our decisions and actions are based as professionals?

The conversation with my seatmate still fresh in my mind, I began to drill down what I felt were important values for me as a member of the records and information profession. I searched for commonalities within the larger professional community. Here is my initial list:

COMMITMENT – Commitment to our profession while continuously learning about and improving the way we deliver our programs and services.

EXCELLENCE – Focusing on quality in everything we do.

INNOVATION – Creating an environment that values informed change and experimentation. Recognize and accept that disagreements will occur as organization and people learn and grow.

DIVERSITY – Valuing both people and ideas based on merit.

STEWARDSHIP – Ensuring that management of our programs, services, and resources add value to the organizations we serve.

COLLABORATION – Understanding and accepting that no one profession or person has all the answers or solutions. We must work cooperatively within our organizations to attain a shared vision for records and information management.

TRUSTWORTHINESS and RESPECT – Making and keeping commitments to one another, sharing information and ideas openly and honestly while truly listening to and appreciating all concerned opinions.

RESPONSIBILITY – measuring our performance and using the results to improve ourselves both personally and professionally.

Each of us must take a personal responsibility to advance ourselves and our chosen profession. While this is by no means a complete or authoritative listing, I challenge each of you to identify your own professional values. Adopt them, adhere to them, and set an example.

Tad Howington
ARMA Houston President 2015-2016

ARMA Houston Post Conference Essay

By: Ed Slayden, 2015 ALHEF Sponsorship Recipient

The 2015 ARMA Houston Conference took place once again in the Norris Conference Center in April and I was honored to be able to attend courtesy of ALHEF. As part of their mission each year, ALHEF provides sponsorships for the Houston Conference and this year I was one of those fortunate recipients. I am extremely appreciative of the opportunity to attend the conference.

Ilona Koti’s keynote title “The ID, the Ego, & IG; Elements of Information Governance” set the tone for the conference’s theme combining Information Governance with Big Data to set the tone for the conference. Ilona covered many facets of Information Governance but I was particularly struck with her Iceberg Analogy (iceberg analogies always get my attention, especially as we approach the summer months).

I would like to take this opportunity to illustrate her vision of the iceberg as I feel it relates to the ARMA Houston Conference:

- What you know – The Records Manager’s Toolkit
- What some might know – What your Management Knows
- What you really should know – The educational opportunity offered at the ARMA Houston Conference
- What you may never know – Knowledge gained from interacting with other Records Professionals in different industries without attending the conference
- The unknown – The records world as it would be without the ARMA Houston Conference

My biggest challenge with the conference is choosing which sessions to attend. It never fails that two sessions that I really want to attend are scheduled for the same time. This year the presentations are available on the ARMA website if you are a member – another great reason to join if you haven’t already!

Some of the sessions I attended were Anna Deluna & Joe Shepley’s How to Transform Information Governance from a Cost Center to a Profit Center. Their advice to learn the language of your customers is especially appropriate in the current economy. Another session of note was Lisa Blackwell’s discussion of Site Assessments and Audits. Her friendly and practical presentation was a good reminder that the best practices should be taught and they almost always sound like good old fashioned common sense.

There were many more topics covered during the conference and while I would like to talk about more...but you just really needed to be there!
I am a huge fan of ARMA Houston and the educational opportunities they give to the member base and RIM professionals. I can say in truth that for every conference or seminar that I attend with ARMA Houston – I always learn something new. This year was no exception. I was taken aback by a comment that was emphatically stated in one of the sessions, (purposely left unidentified) when one of the attendees said – “I believe there is no such thing as the Records Management profession!”

Honestly, at first – my eyes went toward that individual and thought – What? Is this a well-dressed homeless guy who has crashed the ARMA Houston Spring Conference for free air conditioning, chotskies, refreshments, and drink tickets at the cocktail reception? Then I pondered his statement. While I don't agree with his overall statement, I do see his point of reference.

Information Governance is an ongoing process – sort of like a super-discipline of key concepts which morph records and information management from the traditional science into a program from the traditional science into a program better known as Information Governance (IG). Practicing records and information governance is one of the essential fundamental building blocks for establishing an ongoing IG program.

Corporate Governance is the “mother ship” which has emerged as a result of the expectations that legislation demands in governing the global corporate environment. IG overlaps many disciplines to reach the utopia formally known as records management, content management, data governance, security, data privacy, risk management, litigation readiness, regulatory compliance, long-term digital preservation, business intelligence tightly wrapped up in a dose of change management to achieve a defined holistic program.

Almost daily, we read in the headlines of the failure to establish corporate governance and the pod known as IG in the world of business and government agencies. How easily we forget the Enron debacle, NSA breach (Edward Snowden), Ford Motor Company (stolen IP), Target (Merry Christmas), FBI (explicit text messages), Secretary of State (Hillary), Aetna (identity theft), Huawei Technologies (steals IP from Motorola), etc.

Hmmmm...I think we can all agree that records and information management is a myopic approach to a more critically connected treatment of how an organization should manage their processes around corporate governance.

"It was a dark and stormy night..." – no, this is not a mystery, as the famous cliché would imply. It was a bright and enlightening day would be more accurate.

I got to attend the 2015 ARMA Houston Spring Conference! And what a fantastic time it was!

Let me begin with this: Our Chapter’s Spring Conference is as good as any of the International Conferences I've attended. Not to knock those, but...

Where else can you learn from superbly prepared experts about their specific areas of RIM? Where else can you meet old friends and new from, not just our terrific Houston group, but everywhere? Where else can you mix and mingle but not get lost in the crowd, or overwhelmed?

This year it seemed that many sessions centered on Information Governance, where question marks had abounded, for me. I learned what it was, how it worked with Records Management principles, and what meaningful goals could be achieved with the practice of good Information Governance for one’s employer.

The keynote speaker, Ilona Koti, was downright inspirational. Our closing panel, a highly-credentialed group, gave food for thoughts as well as some laughs. (Thank you, Richard Waters!)

And let’s not forget the behind-the-scenes volunteers in our Chapter who constructed this masterpiece: kudos to you all! Your hard work and efforts were quite visible and appreciated by this girl, for one.

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One Member's Story, cont'd from pg. 3...

The vendor exhibits were top-notch, information, and, again, these folks give us the much-needed support in so many ways, from booth rentals to sponsoring the Happy Hour (Muchas Gracias, RECALL!), to the giveaways/drawings, as we consider their products and services.

I can't believe that I actually won this time at the Silent Auction. Befittingly, this contributes to ALHEF, the sponsor that made all this possible for me. Tad deserves to take a special bow for how he’s, year after year, mastered the Art of the Auction.

Thank you, ARMA Houston, for an educational, fun, and memorable experience!

Is your card linked to ALHEF?

To add ALHEF to the Randall’s Good Neighbor Program for charitable giving, go to the Service Desk and designate ALHEF #5318, it will automatically record your purchase for the organization.

ALHEF needs your help to raise money for scholarships for RIM and IG professionals.

2015 ARMA International Conference: Houston Hospitality Suite Sponsorship Opportunities

By: Kari Geerdes, Secretary

The international conference is around the corner. Our Chapter’s Hospitality Suite is for networking with colleagues, and meeting old and new friends. We could use your support. There are three sponsorship levels available. The Chapter will accept any amount of donations – so get involved. Click here for more information.

Cutoff date is September 25.

Contact Kari Geerdes for more information: kgeerdes@imageengine.net or 281-901-8163

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ARMA Houston Installation of New Officers

By: Pam Miller, CRM, Past President

Susan A. Hubbard, CRM, Tarrant County Water District, presided over the installation of our Board of Directors for the 2015-2016 year. Susan is a lifetime friend and colleague of Tad Howington, our new Chapter President. She arrived with cleaver tool boxes for the newly elected Board members and made the ceremony fun and enlightening for all.

Meet the 2015-2016 ARMA Houston Chapter Board of Directors:

President
Tad Howington, CRM, FAI

tad_howington@kindermorgan.com

Executive Vice President
Todd Brown
Kimberly Norwood
Kari Geerdes
Julie Prochnow, ermm
Pam Miller
Skai Shadow, erms, IOAP
D’Anderia Dunham, CRM
Jason Bourg
Richard Waters
Frank Lerma
Beverly Harris, MBA

Pam Miller, Tad Howington, D’Anderia Dunham

The ARMA Houston Chapter Board members are dedicated to helping make our chapter successful in meeting the needs of our members and carrying out our mission statement:

“To provide educational and research opportunities to advance the improvement of Records and Information Management practices.”

If you have any suggestions on how ARMA Houston can better serve our members, please feel free to contact one of our Board members.

Join the Information Management Professionals of ARMA Houston

One of ARMA’s strengths is its ability to bring together people with the common purpose of managing information in today’s world while protecting information of the past. Established in 1956, ARMA’s 10,000 plus members from 30 countries are from every level of the profession and every type of organization.

Like with anything, the more you give, the more you get. So, get involved with ARMA Houston! Join a committee. Come to lunches. Bring a friend or colleague to an event.

Membership information can be found at www.armahouston.org, click Membership.

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Q. What are some of the networking and/or forums I can use to help development myself further and extend my network?

A. There are many associations and networking forums that you can use to help build your knowledge and/or extend your own network.

It appears that many people are struggling with finding the right style of networking that fits them after they have identified what resources are available.

Let us first document what associations and groups are available that will help develop a Certified Records Manager. Whereas it would be valuable to list all the available associations, this article will just list a few. Many are familiar with ARMA, AIIM, and Document Strategy Forum. However, let’s list a few of their better known qualities so that we can compare and contrast their key differences:

ARMA is known for being the industry’s educational go-to association for Records Management. ARMA International (www.arma.org) offers publications, seminars, and an annual conference plus has regional chapters such as this one.

AIIM is known by some to be the technology-driven strategy for information management in general. (www.aiim.org) offers resources on enterprise content management, business process management, electronic records management, and other typically electronic challenges.

One of the lesser-known associations is Document Strategy Forum (DSF) (www.documentstrategyforum.com). They are paving the way in respects to hosting one of the only venues that allow for full discussion on current practices and strategies set by companies in respect to the information management and enterprise content strategies.

Another resource is completely online – LinkedIn, Twitter, and CMSWire are just a few other places where an individual can go to locate current trends, articles of reference, or individuals who are publishing content to help you stay current with the trends. Take a look at trending topics and identify some of the most thought-provoking individuals that make you research or dig in to their published content. Once you find these people, follow them. They will help guide and push you to new directions.

Now that you have some resources to turn to, the question is which one is right for you? Here are a couple of questions to consider: How much time do you have to pursue this type of development? Are you able to take time out of your schedule once a month to attend chapter meetings in person? Do you have the financial resources to attend a conference? What grants are available to you to attend different sessions? Do you get more from chapter meetings for the interaction or do you get more from reading content? Do you retain information better when you can access it at your leisure?

These questions will help guide you to the best avenue for learning. It’s known that there are many ways to learn from each of the associations but consider what works best for you. After all, this is for YOUR development!
Planning Ahead – sort of

Most of you probably know Harris County RMO and former ARMA Houston Treasurer Paul Scott. Many of you know and remember Louis Aulbach, who proceeded Paul in both of those positions.

How do you feel about seeing the both of them together, discussing not records and money, but Houston-area history?

Get out your calendars, because that discussion is a real possibility. Louis will serve as guide during April 2nd’s Looking Back Tour aboard the pontoon boat Spirit of the Bayou. A ninety-minute ride along the Buffalo Bayou through the heart of downtown, the tour is a look back to the late 1800s, when Houston was founded. As the author of Buffalo Bayou An echo of Houston’s wilderness beginnings, Louis is well-qualified to provide historical information about the people, places, and events along the bayou that helped to shape Houston.

As an all-around educated guy with much knowledge of the area’s past, Paul is well-qualified to contribute to the session.

To do that, Paul – and you – will have to be among the first twenty-one people to register. While the activity’s date, April 2, 2016, time, 10 am, and cost, $40 per rider, are set, on-line registration won’t be available until closer to the event, probably late February or early March. We’ll be sure to publicize registration capability via newsblast as soon as it’s set. Proceeds will go toward ARMA Houston’s charitable giving.

Buffalo Bayou Partnership, the pontoon boat’s operator, allows BYO food and drinks. You can view a video sample of BBP’s various tours at https://www.youtube.com/watch?v=DplkGLLFTTc.

Be on the alert for more information – and reminders – in future ARMAdillas.

ARMA Houston 2014-2015 Volunteer Awards

By: Pam Miller, Past President

Each year the ARMA Houston Chapter recognizes members who volunteer and really make a difference. We appreciate all our members and volunteers, but some stand out above the rest for their service. This year the following members were recognized for selected and special award categories:

Chapter Member of the Year: Ryan Zilm, CRM, CIP, IGP
Chapter Leader of the Year: Tad Howington, CRM, FAI
New Member of the Year: Jessica Harman, CRM
President’s Award: Teresa Matlock
Award of Distinguished Service: Amanda Brown and Bryan Hedges
Award of Excellence: Courtney Stone, CRM
Continuing Service Award: Skip Cain
Ambassador Award: Judy Vasek Sitton, CRM

Thank you very much for your hard work and dedication to the ARMA Houston Chapter!

For more information about these awards and a history of award winners, please visit our website award page: http://www.armahouston.org/?page=Awards.

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Save the Date!
2016 ARMA Houston Annual Spring Conference

The 2016 ARMA Houston Records & Information Management Conference will be held April 19th & 20th, 2016, at the Norris Conference Center, Houston CityCentre, I-10 and Beltway 8.

Make plans now to join hundreds of records and information management colleagues over two days of educational sessions and networking at ARMA's largest regional conference. Sessions will be offered on an array of topics from fundamental to advanced levels. Attendees will also have the opportunity to learn about the latest RIM tools and technologies from vendors in the Exhibit Hall.

Registration Opening Soon!

Help Wanted!
Do you enjoy marketing and social networking? If so, we could use your help publicizing the ARMA Houston Records & Information Management Conference coming up April 19th & 20th.

Want to help? Please contact Pam Miller at 281-210-7338 or pamela7338@gmail.com.

We will appreciate your help!

Congrats to the newest CRMs!!

Danielle Kohls Dellinger, CRM, Aurora, CO
D’Anderia M. Dunham, CRM, Houston, TX
Debra J. Ferguson, CRM, Philadelphia, PA
David P. Gray, CRM, Fallbrook, CA
Terrance McCluskey, CRM, Jacksonville, FL
Jordan L. McKee, CRM, Kansas City, MO
Peggy A. Meinhardt, CRM, Orlando, FL
Margaret A. Melberg, CRM, Linden, VA
Thomas W. Shanahan, CRM, La Crosse, WI
David S. Van Nederynen, CRM, Metairie, LA
Romaine M. Williams, CRM, Portland, OR
Ivone M.B. Zbrog, CRM, Winnipeg MB, Canada

If you are interested in becoming a Certified Records Manager (CRM), you will want to join the ARMA Houston CRM Study & Networking Group on the ARMA Houston website. To join, visit www.armahouston.org, click on the “Membership” tab, then click on “Join a Group”. Select the CRM Study & Networking Group. Visit the ICRM Website to find out all the details about becoming a candidate, examination schedules and other information about becoming a CRM. The CRM is a "Certification" not a "Certificate" and the ICRM (Institute of Certified Records Managers) is the international certifying organization of and for professional records and information managers.
Ask a RIM Law Expert: E-Discovery

By: John Isaza, Esq., FAI

This is part of a syndicated column I have created for ARMA chapters. My column is devoted to answering information governance, records management, privacy and related legal questions from Chapter Members or sharing my thoughts on current hot topics. As you read my column, please note that although I am an attorney specializing in these areas of law, these are only my opinions. My opinions should not be construed as legal advice. Kindly consult with an attorney for more formal advice.

This month there are five e-discovery cases worth discussing. We begin with a technology-assisted review opinion.

Judge Andrew J. Peck of the U.S. District Court for the Southern District of New York signed an order on March 2, 2015 in Rio Tinto PLC v. Vale S.A. In it he approved a discovery protocol for the use of technology-assisted review (TAR). In his ruling, Peck stated that “it is now black letter law that where the producing party wants to utilize TAR for document review, the court will permit it.” Nevertheless, Judge Peck noted in a footnote, possibly with a sense of irony, that “where the requesting party has sought to force the producing party to use TAR, the courts have refused.” (Emphasis added).

The Rio Tinto decision is notable, not only because of Judge Peck’s continuing support of TAR in e-discovery, but because he took the time to succinctly explain how TAR works. The process begins with keyword searches that are conducted on a data set. The top-ranked documents are then considered the seed set used to train a learning algorithm that ranks documents “by the likelihood that it contains responsive information.” At the end of training, the coded training documents are put in the learning algorithm, which identifies a subset as “likely responsive.” These documents are deemed to be responsive and thus receive a score that exceeds a pre-set threshold value. The review set is manually coded, and thus responsive documents are produced.

The above explanation, coupled with the courts’ continuing support of TAR, now begs the question: can we somehow apply this technology and a similar protocol to identify “records” for records management purposes, without relying on end users to declare and classify?

Blue Sky Travel & Tours, LLC v. Al Tayyar, 2015 WL 1455696 (4th Cir. Mar. 31, 2015) is a duty to preserve documents case. The defendants had failed to produce relevant documents despite a court order. As a result, the Federal Magistrate imposed sanctions using a standard that required the defendants to stop their normal document retention policy once they were on notice of pending litigation. The appellate court found the Magistrate’s standard to be an abuse of discretion. The court of appeals determined that the correct legal standard for preservation should be more narrow than simply a notice of the pending litigation. The defendants were only required to preserve documents the defendants knew, or should have known, were or could be relevant to the parties’ dispute.

The distinction in this case is subtle but important: mere notice of pending litigation is not enough according to this court. The court deemed that an element of knowledge of what they knew or should have known to preserve is the more correct standard for sanctions.

In Perez v. Metro Dairy Corp., 2015 WL 1535296 (E.D.N.Y. Apr. 6, 2014), the plaintiffs sought sanctions for the defendants’ failure to produce certain employment documents. The defendants objected on the ground that those documents had been collected in connection with a different court order on another case. They also claimed they had not had the opportunity to back up their data or make any copies. The court held that “under the specific circumstances of this case,” the defendants had no obligation to make copies of their data before complying with the court order. The court found no indication that they “acted with any intent or knowledge that the records would be unavailable to plaintiffs in discovery.” Thus, the court could not find that the defendants acted with the “requisite culpable state of mind” and denied plaintiffs’ motion for sanctions.

Gladue v. Saint Francis Medical Center, 2015 WL 1359091 (E.D. Mo. Mar. 24, 2015) is an employment case. The plaintiff sought sanctions for the spoliation of emails. After the plaintiff had been terminated from employment, but before the plaintiff had filed suit, the defendant deleted the plaintiff’s emails as part of a routine audit procedure. Once defendant learned of the lawsuit, it attempted to retrieve the emails by conducting a systemwide search for emails sent to or received from the plaintiff in the accounts of every employee identified in the parties’ Rule 26 disclosures. This resulted in 24,000+ email threads. However, the defendant admitted that in all likelihood it had not retrieved every relevant deleted document. Thus, plaintiff sought sanctions for spoliation. Under these facts, the court held that the defendant had no duty to preserve when it deleted the emails after the plaintiff’s termination of employment, since it did not know of the pending lawsuit or did not anticipate it. The court lauded the medical center’s attempt to recover the deleted emails, which exercise actually yielded a sizable amount of emails. All that said, the court deemed that the missing emails were not relevant to plaintiff’s claim, and thus denied plaintiff’s request for sanctions.

Both Perez and Gladue demonstrate how the courts are already beginning to back off the former knee-jerk temptation to issue sanctions at the mere claim that information was destroyed. The pendulum may be swinging in the other direction.

Lunkenheimer Co. v. Tyco Flow Control Pacific Party Ltd., 2015 WL 631045 (S.D. Ohio Feb. 12, 2015) is almost a case of “anticipated litigation,” but not quite. The key fact here is that Tyco Flow is an Australian corporation. The discovery issue concerned whether the defendant had a duty to preserve prior to answering the complaint and consenting to jurisdiction in the United States. The court found that although the defendant was a foreign corporation with no presence or significant sales in the United States, it was not excused from its duty
to preserve solely because it was a foreign company. Nevertheless, the court found that the duty to preserve “arose when Defendant was served with the complaint in December 2011.”

It is surprising that the court did not delve into Tyco Flow’s knowledge of anticipated litigation prior to service of the complaint. It appears the court gave the defendant the benefit of the doubt because it was foreign.

John Isaza is a California-based attorney, CEO of Information Governance Solution, LLC, and law Partner at RIMON, PC, a twenty-first century law firm that includes a specialty in electronic information governance, records management and overall corporate compliance. He may be reached at John.Isaza@InfoGovSolutions.com or John.Isaza@RicomnonLaw.com

Congratulations to the ALHEF Scholarship Recipients 2015

By: Shirley Anderson

The Board of Trustees for the Alice L. Haltom Educational Fund awarded $31,000 in scholarships to sixteen individuals. Scholarship recipients were notified by July 1, 2015.

Students applying for the ALHEF Scholarships were required to complete the application form and provide three letters of recommendation from employers, instructors, or other qualified individuals who could attest to the applicant’s character. A copy of the most current official school transcript and degree plan was also evaluated. Scholarships were awarded after careful review of applications.

The Houston ARMA Chapter created the Fund in 1985 to honor Alice L. Haltom, CRM, at her retirement for her untiring efforts to improve the profession of information and records management during her career that spanned more than three decades.

The Alice L. Haltom Educational Fund exists for the purpose of furthering education in the field of information and records management. It is supported by contributions from various chapters of the Association of Records Managers and Administrators (ARMA), companies, individuals, and other organizations.

Help ALHEF continue to give scholarships. Generous donations received throughout the year make this possible. Each time you participate in one of our fundraisers, make a donation, or bid on an auction item, you are not only providing assistance to a student, you are securing the future of our industry. Our sponsors play a key role in our ability to give scholarships. Thank you for your continued support.

For more information on ALHEF, how you can help, or how to apply for a scholarship, please visit the ALHEF web site at http://www.alhef.org.

The Alice L. Haltom Educational Fund is honored to announce the scholarship recipients of 2015:

Joshua Cade
University of North Texas

Samuel Dodson
The University of British Columbia

D’Anderia Dunham
San Jose State University

Emma Florio
Simmons College

Christina Fontanez Rodriguez
Queens College – City University of NY

William Holmes
Heinz College – Carnegie Mellon University

Rachel Karasick
Simmons College

Janet Kunze
Rasmussen College

Elizabeth Levin
University of Washington

Hannah Murray
Virginia Polytechnic Institute & State University

Shelby Stuart
University of Michigan

Amy Sutherland
Dalhousie University

Alexander Taylor
Texas State University

Sara Thomas
University of North Carolina at Chapel Hill

Irene Wang
University of California, Los Angeles

Jennifer Weiser
San Jose State University

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Data and Analytics

Find the terms in bold, below, hidden in the grid above. They may be diagonal, horizontal, top to bottom, bottom to top, left to right, and right to left.

Answers can be found here.

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Member Spotlight

25 things (you may not know) about Sharon Ramsey

1) I was born and raised in Waco, Texas.
2) During high school, I worked in the school library. This is probably where my love of cataloguing and filing began.
3) I played the piano on local TV several times over a number of years when The Waco Music Teachers Association used to have a TV show.
4) I earned a Bachelor of Business Administration degree from Baylor University with a double major in Computer Information Systems and Administrative Information Systems.
5) For my college job, I worked for my mentor and college professor, Dr. Maxine Hart, grading coursework for Administrative Information Systems classes such as Business Letter Writing, Records Management, and Office Management.
6) Professionally, I’ve worked in the IT, education, and energy industries. In each of my different careers, I’ve spent a lot of time managing business information and records.
7) I met my husband, Charles, during the first week of my college freshman year, but we didn’t start dating until we were seniors. We got married on Pearl Harbor Day 30 years ago; no significance, it just worked out that way.
8) No one on my maternal side of the family can swim, including me, but I enjoy being near the water.
9) I was on a Gulf of Mexico cruise during tropical storm Allison in 2001.
10) I’ve lived in 3 states – Texas, Iowa, and Tennessee.
11) I was a Boy Scout leader for 5 years and served at the district/council level for another 5 years.
12) I lead the West Houston Baylor Parents Network Chapter which helps West Houston parents navigate their student’s Baylor college years and make wonderful memories.
13) Our two grown children also went to Baylor University; Sic’ em Bears!
14) I’m a rock hound and still have my college rock collection.
15) I volunteered at my children’s schools with parent/teacher organizations almost every day that they attended. I like making a difference and was very fortunate to have had this time of concentrated volunteerism.
16) I love learning and enjoy meeting new people.
17) My glass is always half full, and my life motto is “Never give up!”
18) Big Mac: 2 all-beef patties, special sauce, lettuce, cheese, pickles, onions, on a sesame seed bun. This jingle is taking up valuable space in my brain but what a good sandwich!
19) I’ve collected Madame Alexander dolls since I was eight years old.
20) My favorite flower is the bearded iris. I still have some that I dug out of my granddad’s field over 30 years ago.
21) I buy a Christmas ornament on every vacation trip so our Christmas tree is full of memories of the places we’ve been.
22) Pulling weeds in the garden is relaxing to me, except when it’s 100 degrees outside.
23) I’m a night owl and also enjoy stargazing.
24) I have two convertibles – a Jaguar XK8 and a Ford Mustang.
25) I appreciate the arts – literature, performing arts, visual arts, media arts, and culinary arts.

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The ARMAdilla is the official newsletter of the Houston Chapter of ARMA International.

ARMA Houston, P.O. Box 1391, Houston, Texas  77251

Editor:  Courtney Stone, CRM - cstone@amocofcu.org

Special thanks to this edition’s contributing authors. We are looking for quality content to share with our members. If you would like to write for the ARMAdilla, please contact the editor.

Calendar of Other Upcoming Events:

8/26/15 – August Workshop and Luncheon
9/23/15 – September Workshop and Luncheon
10/5-7/15 – ARMA Live! 60th Annual Conference & Expo