

Application: ARMA Houston Chapter | 4125

Round: Main

Question	Answer
Chapter Name	ARMA Houston Chapter
Category	Very Large: 151+
Size	Very Large 151+ Members
Application Attached	No File Uploaded
Executive Summary Please provide a brief summary of the chapter's activities throughout the current fiscal year. (Maximum of 750 words)	<p>Chapter Leadership</p> <p>ARMA Houston has twelve board members; eight returning and four new to the BOD. We have an active mentoring program to serve the 83 new members of the chapter. During 2013-14, 28 very active volunteers assumed committee manager positions, and a host of others served as committee members to assist them. Working under the theme: "Bridging the Gap: Records Management to Information Governance", our Chapter had a financially successful year while providing outstanding service to our members and the community.</p> <p>Local Environment</p> <p>Houston is the largest city in Texas and the 4th largest city in the United States. The greater Houston metropolitan area has a population of over six million. Twenty-five Fortune 500 companies call the Energy Capital of the world home. Aeronautic research is unsurpassed at NASA headquarters, the facility responsible for putting the first man on the moon, and the Texas Medical Center remains the largest medical center in the world, with 54 highly lauded research and treatment institutions. Ask locals why they choose to live in Houston and they will tell you that it's about more than a paycheck. For Houstonians it's a city with soul, one rich in culture and diversity</p> <p>Our Membership</p> <p>ARMA Houston Chapter membership reflects the broad diversity of its community. We gear our programs to reflect the needs of our members. The top industries represented in the Chapter, by members who have indicated an affiliation, are Energy/Utilities, Government, Manufacturing, Banking/Financial, Services, and Legal environment. We have industry specific groups in the Chapter representing Legal Services, Energy, Document Control, and Local Government. These groups network and discuss items of mutual interest via meetings and blogs.</p> <p>Competing directly with ARMA Houston for members are the following organizations: Southwest</p>

Chapter of AIIIM, Archivists of the Houston Area, the Houston Area Health Information Management Association and several energy and legal industry professional organizations. Therefore, we must remain constantly visible and outstanding in our educational offerings. The size of our Chapter offers unequalled networking opportunities for those in the field and we provide speakers and other resources to other associations and Chapters. We offer monthly programs throughout the year compared to quarterly programs offered by some of the other associations.

Educational Offerings

Monthly meetings included 11 chapter meetings with educational content, a holiday social, and 10 FREE monthly workshops. Programs and workshops for monthly meetings are planned and scheduled January through December to allow time from the June installation of officers to January for the incoming Vice President and managers to acclimate to the job, plan topics, and acquire speakers.

Our amazing one and a half-day four track Spring Conference featured RIM Fundamentals, RIM Applied, Professional Development, and Vendor Spotlight tracks. The exhibit area featured over 30 booths, 11 sponsors and 27 vendors. Attendance total was 277 including members, prospective members, students and speakers. CRM studies sessions were offered certification candidates to fill the day covering Parts 1-6.

On the second day, the chapter partnered with ARMA International for the IGP Certification track. This was offered to the attendees in conjunction with the conference or as a separate track. The presentation was led by Diane Carlisle CRM.

The chapter assisted Alice L Haltom Educational Fund for an half day seminar "Information Governance in the Big Data Era" presented by John Montana and associates.

Other offerings included co-sponsoring a vendor hosted expo, CRM examination preparation activities, and industry specific group meetings.

Projects

ARMA Houston projects fall into two groups – RIM related and Community Service. We not only provide financial assistance but also have our boots on the pavement with volunteer hours. We have continuing, ongoing relationships with specific organizations stated in our Strategic Plan.

Public Relations

We publicize Chapter events through multiple sources such as press releases to local media, social media, our award-winning newsletter and the ARMA dilla weekly but, increasingly, our main Chapter presence is our website. We continually strive to improve it with online registrations for all events, surveys, group collaborations, member chat, blogs, photos, online libraries, and links to other networking sites.

Maintenance

ARMA Houston is a dynamic, active chapter with a dedicated group of leaders who work together to ensure the efficient operation of the chapter following established procedures and in alignment with the Strategic Plan. We acknowledge and reward Chapter participation. We take very seriously our mission and protect our strong financial standing. We strive continually to build on our over fifty year history as an organization.

Membership as of July 1
(enter your membership number)

397.00

Board Format

Number of board members for the fiscal year

12.00

Number of returning members to the board for the fiscal year

8.00

(Including those in the middle of their term or having switched positions on the board in consecutive years)

Number of new members to the board for the fiscal year

4.00

Does your chapter have a mentoring program?

No

(Total Points Possible 75)

Only enter information for the months that you held meetings. The rest can be left blank

Meeting Format

Monthly

Meeting Topic

"How to Create and Manage Budgets" - Donna Rose, CRM - Apache Corporation

Member

19.00

Non Member	31.00
Promotion Used (Ex: website, e-mail blast, cross promotion with another association, etc.)	Website, eblasts, Press Releases, LinkedIn, Facebook and other social networks
Meeting Topic	"Content Migrations - How to Work Effectively with IT" - Susan d'Herbes - Access Sciences
Member	26.00
Non Member	46.00
Promotion Used (Ex: website, e-mail blast, cross promotion with another association, etc.)	Website, eblasts, Press Releases, LinkedIn, Facebook and other social networks
Meeting Topic	"Improving Findability in Sharepoint" - Susan Cisco, CRM, FAI and Rich Tolbert - Gimmel Group
Member	38.00
Non Member	40.00
Promotion Used (Ex: website, e-mail blast, cross promotion with another association, etc.)	Website, eblasts, Press Releases, LinkedIn, Facebook and other social networks
Meeting Topic	"A Records Manager View to Information Governance" - David Gould, Global Director - HP IM Software Information Governance
Member	35.00
Non Member	20.00
Promotion Used (Ex: website, e-mail blast, cross promotion with another association, etc.)	Website, eblasts, Press Releases, LinkedIn, Facebook and other social networks
Meeting Topic	"Preservation & Spoliation: Two Sides of the Same Coin? And Other Topics" - Ronald J. Hedges, Esq. & Hon. Nancy K. Johnson, U.S.M.J
Member	26.00
Non Member	16.00
Promotion Used	Website, eblasts, Press Releases, LinkedIn, Facebook and other social networks

(Ex: website, e-mail blast, cross promotion with another association, etc.)	
Meeting Topic	Holiday Social - no meeting
Member	38.00
Non member	23.00
Promotion Used (Ex: website, e-mail blast, cross promotion with another association, etc.)	Website, eblasts and Newsletter
Meeting Topic	"It's a Wonderful Life" - John Garlock, PhD
Member	42.00
Non Member	33.00
Promotion Used (Ex: website, e-mail blast, cross promotion with another association, etc.)	Website, eblasts, Press Releases, LinkedIn, Facebook and other social networks
Meeting Topic	"Preparing for Information Governance - The Information Governance Professional" - Doug P. Allen, CRM - Tyler Technologies
Member	40.00
Non Member	26.00
Promotion Used (Ex: website, e-mail blast, cross promotion with another association, etc.)	Website, eblasts, Press Releases, LinkedIn, Facebook and other social networks
Meeting Topic	"The Role of Information Governance in Preservation and Hold" - Alon Israely, Esq.,- BIA
Member	52.00
Non Member	25.00
Promotion Used (Ex: website, e-mail blast, cross promotion with another association, etc.)	Website, eblasts, Press Releases, LinkedIn, Facebook and other social networks

Meeting Topic	"Wear Your Brand" Syreeta Mitchell, PMP of Symmetry Strategies (in conjunction with Conference)
Member	81.00
Non Member	103.00
Promotion Used (Ex: website, e-mail blast, cross promotion with another association, etc.)	Website, eblasts, Press Releases, LinkedIn, Facebook and other social networks
Meeting Topic	"Rise of Enterprise Information Management" - Nick Loy, Portfolio Manager for Document Management - BancTec, Inc.
Member	74.00
Non Member	34.00
Promotion Used (Ex: website, e-mail blast, cross promotion with another association, etc.)	Website, eblasts, Press Releases, LinkedIn, Facebook and other social networks
Meeting Topic	"ARMA International Presentation on Information Governance" - Tera Ladner, JD, CRM, IGP Group VP, CRIM
Member	30.00
Non Member	12.00
Promotion Used (Ex: website, e-mail blast, cross promotion with another association, etc.)	Website, eblasts, Press Releases, LinkedIn, Facebook and other social networks
Educational / professional development activities Provide a description of the educational/professional development activities of the chapter during the fiscal year in addition to the above information. (Maximum of 750 words) See Chapter of the Year award description for examples of what to	<p>The ARMA Houston Vice President of Education and Professional Development plans and coordinates educational events outside of the scope of Chapter meetings or the Chapter Spring Conference. Those educational offerings have included seminars, CRM examination preparation workshops and study groups. Industry interest groups meetings were held, addressing specific interests including Legal, Document Control, Energy and Local Government.</p> <p>The ARMA Houston Chapter is always striving to add more value to chapter membership by increasing professional development and records and information management education.</p> <ul style="list-style-type: none"> • The Chapter Library has a number of resources available to assist CRM certification, business processes and policies. Having a Chapter lending library helps to relieve members of the expense of having to purchase study materials.

include.

- The ARMAdilla Weekly is an e-newsletter that shares timely, relevant industry information and professional development articles with the membership. These weekly notices also serve as reminders and announcements about upcoming educational opportunities and community involvement initiatives that the chapter supports.
- Houston Chapter members Judy Sitton CRM and Dr. Anne Bennick released *Managing Active Business Records* June 1, 2014.
- Over 50 persons attended an “Information Governance in the Big Data Era” seminar February 21, 2014. The presenter was John Montana, Esq., a nationally recognized information governance authority.
- CRM study sessions. The mission statement of the ARMA Houston Chapter advocates the advancement of professionalism in the field of Records and Information Management. Through active support of the ICRM, ARMA Houston honors its commitment to professionalism and encourages the pursuit and maintenance of the CRM designation.
- In addition to the ongoing CRM mentoring and study groups, ARMA Houston sponsored several CRM Exam Prep Sessions including tracks at our annual conference.
- Industry Interest Groups:
 - Energy – Energy RIM professionals (the majority from the Houston Chapter) gathered at the 2014 ARMA Energy Industry Roundtable. Ideas were exchanged and information governance (IG) issues that affect all were discussed. In addition the Chapter’s held an Energy Interest Group meeting with a demo of Hess Corporation’s SharePoint site developed to manage their Data License Subscriptions. At the meeting, the group discussed the data license process which includes communication with the vendors, the business that use the data, global supply chain and IT. They also discussed the records that are produced and maintained as a result of the data license process. About 20 people were in attendance.
 - Local Government –This group has 15 participants representing three cities, the port authority, county hospital district, an airport system, a community college district and two police departments. Blog and forum topics include records control schedules - creation of, compliance with regulations; file rooms - their contents, the contents’ usability, destruction of archaic and unusable contents; proposed state legislation - storage facility standards, open meetings, retention of and public access to archaic records; conversion to ECMSs. This group held a Roundtable and two educational sessions in conjunction with the ARMA Houston Conference.
 - Two new groups were created in 2013-14: CRM Study and Network Group with 24 members and Document Control Group with 9 members.
 - ARMA Houston promotes and partners with ARMA International programs. ARMA International has developed a new Roadshow program for the IGP program. ARMA Houston has promoted that program and hosted a one-day IGP Exam Prep class on April 23rd in conjunction with its 2014 Conference. Several ARMA Houston members have already attained this certification.

- RIM education scholarships:
 - Locally: ARMA Houston also supports the Alice L. Haltom Educational Fund's educational mission through monetary donations and conference sponsorships, by promoting ALHEF's scholarship programs and by participating in ALHEF's Annual Chili Cook-off fund raising event. With ARMA Houston's support, ALHEF awarded \$15,000 in scholarships and provided two sponsorships for attendance to ARMA Houston's Annual Spring Conference.
 - ARMA International Educational Foundation: The Houston Chapter is greatly appreciative of the contributions that the AIEF has made to RIM education. ARMA Houston continues to support the fund raising activities of the AIEF.
 - Leadership Training: Each year the Chapter sets aside funds for travel and attendance for all twelve board members to attend the Southwest Region Leadership Conference. Earlier this year the ARMA Houston Chapter gave a cash donation to the SW Region to help finance the 2014 Leadership Conference. Locally, we have a leadership training retreat for the board at the beginning of the year and are working on a web based program to develop future leaders for the Chapter.

(Total Points Possible 60)

Any specific information management projects undertaken by the chapter are described in detail. A project should have a specified start date and finish date, and a purpose with a measurable means of success or specific finished product. Typical examples are the writing and publishing of a chapter history, conducting a food drive or fundraiser, records support for an organization, charitable fund raisers, or an outside activity which promotes records and information management, ARMA International, education, etc.

Projects in this section should be described in as much detail as possible. This enables the Awards Task Force to be consistent and straightforward, and results in a more accurate evaluation process.

Note: Not all chapters will have projects. Furthermore, seminars (included in Section I) and workshops events do not qualify for this section (included in Section III).

Projects of the chapter during the fiscal year

Provide a description of the projects of the chapter during the fiscal year in addition to the above information. (Maximum of 750 words) See Chapter of the Year award description for

ARMA Houston actively demonstrates its commitment to the field of records and information management by dedicating resources to projects that serve the local community and advance the profession.

RIM-RELATED:

Harris County Archives

examples of what to include.

As part of its Strategic Plan, ARMA Houston is committed to assisting the Harris County Archives with their mission of preserving and making accessible historical records of Harris County, Texas. The Archives staff, with a limited budget, welcomes volunteer work by skilled records professionals, which results in completion of projects that would otherwise languish and remain undone.

The Chapter participated in two Saturday workdays, donating 96 professional labor hours to process 69 cubic feet of autopsy reports, to index and inventory the case files before consolidating them into labeled acid-free boxes, and to shelve the boxes. The volunteer staff also helped with destruction of redundant material and prepared the old boxes for storage and repurpose. Using time values for Texas volunteers as calculated by Independent Sector, ARMA Houston's effective monetary contribution to the Archives exceeded \$2200.

Alice L Haltom Educational Fund (ALHEF)

ALHEF is a 501 c (3) educational fund providing scholarships in the field of records and information management. Through fundraising efforts and contributions, ALHEF raised \$30,000 for scholarship funds this fiscal year. This year ALHEF awarded \$32,000 in scholarships to 16 recipients.

ARMA Houston supports the work of ALHEF in many ways:

- Direct donation to the fund: Donated \$15,000 directly to the ALHEF scholarship fund.
- Participation in Chili Cook-off major fundraiser: Donation of time and space by vendor hosting cook-off site; participation of members as cook-off teams; judges; entertainers; and many other roles
- Assistance and support of multiple smaller fundraisers: Silent and live auctions are hosted at most Chapter functions and members donate auction items. ALHEF also held two restaurant fundraisers and a unique theatre fundraiser supported by ARMA Houston members. ALL funds raised go directly to scholarships.
- Administrative support of the fund: Eight ARMA Houston members serve on the ALHEF Board of Trustees, including two (2) ARMA Houston Board members.

ARMA Houston also is active in other common-good endeavors.

COMMUNITY SERVICE:

Highlighting Literacy for Kids

At each monthly luncheon meeting, ARMA Houston members, guests and visitors may deposit into miniature banker's box replicas their loose change and small bills for Highlighting Literacy for Kids.

Supported by ARMA Houston for ten years, this fundraising project benefits HISD's Stevens Elementary School. Last year's donations amounted to about \$1000, which helped Stevens to purchase supplemental materials for an accelerated reading program (purchased by ARMA Houston in 2011), and other provisions. Those materials contributed to the school's current promotion rate of 93%, a noteworthy accomplishment considering that more than half of the student body has limited English.

In addition, the ARMA Houston Board voted to donate \$3,000 in cash to Stevens.

Spay-Neuter Assistance Program (SNAP)

The Spay-Neuter Assistance Program (SNAP) provides low-cost veterinary care and spay and neuter services in the greater Houston area. In this first-time project, ARMA Houston members and friends donated an estimated \$590 in cash and materials to SNAP. Among the items collected were office supplies such as copy paper, markers and mailing labels, and clinic provisions including hand sanitizer, disinfectant cleaners and puppy pads. In addition, the Board approved an additional \$600 for an item from their "wish list".

When the VP delivered materials to SNAP in January, the SNAP's records retention and storage was discussed and subsequently the state library's retention schedule for animal services (local government) and for veterinary service providers (state) was sent. This is documented on the LGISG blog as "A holiday in the life of — an animal lover."

Rivers, Lakes, Bays 'n' Bayous Trash Bash® Committee

A first-time ARMA Houston project, Trash Bash® is an annual clean-up event that attracts thousands of community service-minded volunteers to many and varied Texas waterways. Among those thousands were 19 Chapter members and their spouses, children and friends, who traversed selected sites in the Houston-Galveston region. Using time values for Texas volunteers as calculated by Independent Sector, ARMA Houston's effective monetary contribution to Trash Bash approached \$2000.

Golf Tournament

ARMA Houston's annual Golf Tournament draws players from different industries and states. Eight

Chapter members comprised the committee, and another half-dozen pitched in to ensure the event ran smoothly for the 58 players. The day resulted in a net gain of more than \$4,200.00, which funds will be distributed by the Chapter's Board of Directors among charitable projects. The golf tourney also is a venue for an ALHEF silent auction.

(Total Points Possible 30)

Public relations
activities

Provide a description of the public relations activities of the chapter during the fiscal year in addition to the above information. (Maximum of 750 words) See Chapter of the Year award description for examples of what to include.

ARMA Houston continues to seek innovative and effective ways to promote the Chapter, ARMA International, and the records and information management profession to our membership and to the community-at-large. In order to promote and create awareness of our monthly lunch meetings and workshops, as well as events like the Annual Spring Conference, Golf Tournament, Holiday Party, and other events, ARMA Houston utilizes a coordinated strategy that leverages the following avenues of communication:

- Chapter website
- Press releases
- Publications (ARMAdilla and ARMAdilla weekly)
- Listserve
- Social networking sites

ARMA Houston Website

The award-winning ARMA Houston website provides a central point from which all of the Chapter's communication is directed. Communications to membership and the local community through the weekly newsletter, ARMAdilla newsletter, and social networking sites are designed to direct the audience to the website.

Members have the ability to create a Member Profile Page on the ARMA Houston website. Members have the ability to view a history of ARMA events they have attended and view/print receipts from their website profile page. The profile page allows member access to social networking sites, post photos, manage chapter connections, post a resume, explore opportunities on the website Career Center, access chapter groups, participate in online chat with other members, and create a customized library of information on their profile page.

To further engage our member audience in collaborating within our community, ARMA Houston has promoted Industry Interest Groups. "Mini-websites" have been created for our six Industry Interest Groups (IIG). These mini-websites provide the opportunity for members to post information such as: upcoming events, group blogs, and member profile updates. Each group website automatically generates a newsletter to its members with the latest news from the IIG. This type of resource

enables collaboration for interested members in a manageable environment.

ARMA Houston website's home page provides a scrolling list of newest members, a slide show, an event calendar, the latest chapter news, and links to other industry-related websites such as ARMA International, AIEF, ALHEF, and ICRM. While general information regarding meetings and events, chapter history, the chapter leadership, etc. is open to the general public, many areas are for "members-only".

This year, ARMA Houston has created a Vendor Directory. The directory provides our membership links to organizations offering services that support business initiatives and requirements. The Vendor Directory offers our vendor partners the opportunity to advertise services to the ARMA Houston membership in a central location. The Vendor Directory enhances the ARMA Houston SEO (search engine optimization) and results in higher search engine rankings.

Publicity/Public Relations

Weekly e-mail messages are sent via the ARMA Adilla Weekly to members, recent guests, and others on the ever-growing ARMA Houston contact database to keep them informed of Chapter activities throughout the year. Press releases are regularly sent to the Houston Chronicle and the Houston Business Journal announcing monthly Chapter meetings and the Annual Conference. Notices are placed in the Weekly Calendar of Events, which is published in the Business Section of these publications. The ARMA Houston Chapter was featured in an article published by The Leader, a local newspaper, for our chapter's sponsorship of the Stevens Elementary School reading program for underprivileged children.

The ARMA Adilla, ARMA Houston's newsletter, was published six times during the 2013-2014 year and posted on the Chapter website with members being notified by e-mail when a new issue was available. The newsletters consisted of regular columns including a President's message, Member Spotlight, Calendar of Events, and original feature articles on general records and information-related topics. The weekly email publication, an extension of our newsletter, named the ARMA Adilla Weekly has continued to be a popular communication format that provides the most up to date information to our membership in a concise, easy to read format. The ARMA Adilla Weekly is distributed through Constant Contact and has a content that includes announcements about chapter meetings, events, links to the ARMA Houston website, links to educational articles, and website tips for our members to get acquainted with the website functionality. The ARMA Adilla Weekly is especially helpful in publicizing surveys, special announcements, and time-sensitive chapter news.

The ARMA Houston Conference was promoted on the Southwest Region website and on the ARMA International website as well as our other publicity vehicles including our newsletters, LinkedIn (47 groups), Facebook, Twitter and press releases to the Houston Chronicle and Houston Business Journal. ALHEF offers two sponsorships for full admission to our Conference, which is advertised on their website as well as on the Conference home page of the ARMA Houston website.

Chapter maintenance activities

Provide a description of the chapter maintenance activities of the chapter during the fiscal year in addition to the above information. (Maximum of 750 words) See Chapter of the Year award description for examples of what to include

ARMA Houston is a dynamic, active chapter with a strong, core group of leaders. We actively seek and mentor potential leaders from the membership. Committees and Board Members work together to ensure the efficient operation of the Chapter following established procedures and in alignment with the Strategic Plan.

Administration

The Chapter Board of Directors meets monthly and on an ad hoc basis as necessary. Five days prior to each regularly scheduled meeting, Directors prepare and submit officer and committee reports (including minutes) for which they are responsible, ensuring everyone has adequate time to review meeting documentation, improving the accuracy of minutes and reports and maximizing the board approval process. The reports and minutes are posted to our website to streamline the review process and allow access throughout the fiscal year. At the end of the fiscal year, the Secretary bundles the minutes and reports for the website archive page. In addition, each year the Board of Directors adopts a detailed, line item budget which is monitored by the Treasurer and audited at the end of each fiscal year.

Committee Operation

Each committee reports to a specific officer on the Board of Directors. Officers try to reach a balance between experienced managers and novices. A transition meeting is held early each year to allow exiting committee managers to share knowledge with those who are coming into the positions. Managers introduce new ideas and add their own vision within the framework of the official procedures to ensure stability while adding innovation. Committee managers communicate with officers to share activities for inclusion in Board reports.

Acknowledging and Awarding Participation

ARMA Houston acknowledges and rewards Chapter participation throughout the year in a variety of formal and informal ways: monthly kudos, announcements at the monthly meetings, recognition in the ARMAdilla, and the Annual Awards event.

Kudos

Board members give kudos each month as part of board reports to recognize individual contributions above and beyond routine responsibilities.

Announcements

The President invites new members to join us for a free lunch meeting. At our monthly meetings the President asks new members to stand, acknowledges our guests and thanks volunteers (depending what program is being announced).

ARMAAdilla and ARMAAdilla Weekly

With each edition of the ARMAAdilla we spotlight a member and thank our vendors for program participation during the time covered by the edition. Volunteers are thanked in activities' wrap-up articles. The ARMAAdilla Weekly is our vehicle to get current announcements to our members – upcoming meetings and volunteer opportunities are highlighted.

Annual Year End Awards

It takes many dedicated people to provide a vibrant environment for chapter success when membership numbers consistently exceed 400. Each year, the ARMA Houston Chapter Awards Committee takes on the important task of identifying individuals deserving of recognition for their contributions to the association and profession. A defined process agreed to by all committee members provides the framework within which this effort conducted.

This process worked effectively to identify the following special recognition award recipients:

Chapter Member of the Year – Beverly Harris

Chapter Leader of the Year – Beverly McMahan

Outstanding Newsletter Editor of the Year – Amanda Stringer

Outstanding Vendor of the Year – PacoTech, Inc.

Award for Distinguished Service – Teresa Matlock and Frank Lerma

Award of Excellence – Jason Bourg

New Member of the Year – Stormie Holguin and Ryan Zilm

President's Award – Beverly McMahan, CRM

In addition to these special awards, all twelve Board of Director members were recognized at the June meeting. Committee Managers and Members were recognized and received appreciation gifts at the April meeting in conjunction with the Spring Conference.

Bylaws Revision

The Bylaws Committee found an overlooked correction from the last revision. Revisions were made to reflect the new membership levels and to clarify ambiguous sections.

Formal Financial Review

The Strategic Reserve Committee oversees the financial management of the Strategic Reserve Account, ensuring the Chapter can meet its fiscal obligations, even if a major fund-raising event such as the Annual Spring Conference had to be cancelled. According to our guidelines, this account is to provide an adequate reserve that should have a minimum balance equal to the current year's Conference income budget. The Reserve Account is funded through annual operating budget surplus.

The Chapter's Financial Administrator and Immediate Past President actively maintain the account and provide direct oversight of the Strategic Reserves. An outside investment service assists in fund management. The Strategic Reserve account balance is well above the objective.

(Total Point Possible 10)

- Activities of chapter members including speaking, teaching, publishing of articles
- Events or activities promoting IG that are not chapter-sponsored, such as those occurring in a member's workplace
- Participation of the chapter in activities emanating from ARMA Headquarters
- Participation of individuals in regional or ARMA International conference activities, task forces, leadership e.g., working on program task forces, assisting with sessions
- Participation (chair or member) on regional or ARMA International task force
- Working with university of community project
- Holding a regional or ARMA International elected position
- Chapter member who serves on the board of a charitable, community, or related professional group
- Chapter member who is also a member of a charitable, community, or related professional group
- Chapter member presents at a chapter meeting or to other organizations

Outside activities of chapter members
Provide a description of the outside activities of

Participation in professional and community organizations outside of ARMA Houston creates an opportunity to promote and advance records and information management to a wider audience. Our very diverse membership participated in numerous activities throughout the year.

chapter members during the fiscal year in addition to the above information. (Maximum of 750 words) See Chapter of the Year award description for examples of what to include.

Alice L. Haltom Educational Fund (ALHEF)

To honor Chapter founding member Alice L. Haltom, ARMA Houston created ALHEF in 1985 to provide scholarships for individuals pursuing education in records-related fields of study. This independent, 501 c(3) organization is governed by a Board of Trustees. The ARMA Houston Board nominates Chapter members to serve as Trustees for the upcoming fiscal year.

The 2014 ALHEF Board of Trustees are: Debra Mestemaker Buzby, CRM, Allan Heath, CRM, Janice Taylor, Jim Dixon, Teresa Matlock, Tad Howington, CRM, FAI, Frank Lerma, Gayle Page, Honorary Trustee: Guy Thomas

Speaking Engagements and Publications

ARMA Houston members represent the Chapter by authoring or delivering records and information management-related presentations and publications to other associations and professional organizations. These include:

Doug Allen, CRM, CDIA+, Michael Alsup, Lauren Barr, Todd Brown, Kelly Camp, Anna DeLuna, Brian Grear, CRM, Jessica Harman, Ronald Hedges, Tad Howington, CRM, FAI, Sylvia Hu, Shelly Kelly, Kevin Isom, Beverly McMahan, CRM, Barbara Mercer, Sandy Miller, CRM, Gayle Page, Yvonne Pina, Donna Rose CRM, Judy Sitton, CRM, Nancy Sparrow, Anne Tulek, Cesar Villegas, John Wilson

ARMA Regional and International

ARMA Houston members support ARMA initiatives at the International and Regional levels by participating in various projects, Boards and Committees. Many of our Chapter Members were speakers at Regional and International Conferences and active in RIM promotion outside Houston. Individuals that have impacted these initiatives include:

Everis Mollon – Southwest Region Coordinator

Douglas Allen, CRM, CDIA+ and Tad Howington - Past Presidents

Paul Scott – Monitoring Texas Legislative bills

Ryan Zilm, Sandy Miller, CRM, Kevin Isom – “The Principles” Certificate

Donna Rose, CRM, Ryan Zilm, Sandy Miller, CRM, - IGP Certificate

Jessica Harman, Conference Review Proposal Group

Many members are involved with multiple Chapters including Chicago, Dallas, Ft Worth, Austin, Midland, Tulsa, OKC, and Little Rock. Besides those members based in TX, we have members from India, AZ, CA, IL, KS, LA, MA, NY, OK, PA and TN.

Institute of Certified Records Managers (ICRM)

ARMA Houston has a significant representation in the Institute of Certified Records Managers:

44 CRMs in the Chapter

Ellie Myler, CRM, CBCP - Mentor Coordinator

Doug Allen, CRM, CDIA+ - Member, Examination Development Committee

Beverly McMahan, CRM - CRM Exam Prep Sessions for Sister Chapter ARMA Trinidad & Tobago

Other Professional or Community Organizations

ARMA Houston is fortunate to have a very active and diverse membership base involved in many different associations, organizations and volunteer events. This participation creates opportunities for networking, increases RIM awareness and provides ARMA Houston with new contacts and information resources. Some of our members serve in leadership roles in other groups as well such as:

Julie Prochnow – Secretary, Southwest AIIM Chapter

Tad Howington, CRM, FAI – Director, Stage Door, Inc.

Beverly McMahan – Member, Board of Perkins Lay School of Theology and Board member, Harris County Historical Commission

Teresa Matlock-Treasurer, White Oak Bayou Association

Michael Alsup – Member, Southern Methodist University, Jones School Board of Partners and Board Chair, Schizophrenia and Related Disorders Alliance of America

Todd Brown – Member, Board of American Marketing Association

Kelly Camp – Committee Manger for International Right of Way Association Houston Chapter

Access Sciences - Corporate sponsor with University of Houston's Bauer Business School

PacoTech – Major contributor to Highlighting for Literacy at Stevens Elementary

In addition, numerous members belong to and are active participants in many groups reflecting the diverse nature of ARMA Houston. Some of the groups represented are:

Houston Paralegals; National Association of Church Business Administrators; AIIIM; Society of Southwest Archivists; Houston Area Archivists; Society of American Archivists; Society of Corporate Compliance and Ethics; Institute of Internal Auditors; Int'l Legal Technology Association, Houston Postal Customer Council; Project Management Institute; Houston Livestock Show and Rodeo; Women's Business Enterprise Alliance; National Association of Lease & Title Analysts; Int'l Right of Way Association; American Association of Professional Landmen; Science Technology Engineering Mathematics Camp, League of Women Voters; Texas Master Naturalist; Texas Law Enforcement Records Association; Volunteer EMS, Habitat for Humanity; Association of Legal Administrators; Houston Area Urban League; several animal rescue organizations; Houston's Children's Festival; March of Dimes; Houston RUG Group for Imaging; Houston Arboretum and Nature Center; Buffalo Bayou Partnership; several university alumni associations; American Red Cross, Rosenberg's Parks & Recreation, Prairie Heritage Festival, Galveston Bay Association, Houston Special Olympics and many more.

Outside activities of chapter members

No File Uploaded

Attached descriptions

(Total Points Possible 5)

Explain why you feel your chapter is

2014 Summary

deserving of Chapter of the Year

(Maximum of 500 words)

ARMA Houston is a phenomenal organization dedicated to advancing the profession of records and information management. We consistently deliver value to our membership, to our sister Chapters and to ARMA International while actively supporting and enriching our local community. We believe ARMA Houston is deserving of Chapter of the Year because we continuously seek to provide leadership and substantive value to those we serve and represent. Our theme for the year “Bridging the Gap – Records Management to Information Governance” reflects the Chapter’s dedication to be innovative, relevant and meet the rapidly changing needs of our membership.

ARMA Houston provides significant and cutting edge educational opportunities to its membership by providing top notch presenters at our annual conference, seminars, luncheon meetings and workshops. ARMA Houston also delivers educational content and the ability for our members to learn from other RIM professionals through our ARMAadilla bi-monthly newsletter, weekly ARMAadilla electronic newsletter, Industry Interest Group mini websites within the ARMA Houston website, electronic messaging through Constant Contact, social media and our chapter library. Education is also supported through the Alice L Haltom Educational Fund providing scholarships and sponsorships for those wishing to pursue various RIM-related studies. ARMA Houston makes funds available to ensure each Chapter Board Member can participate in the Regional Leadership Conference.

The strength of the ARMA Houston Chapter lies in its membership. Every year ARMA Houston members reach out to provide support the community while advancing the records and information management profession. This year Chapter members generously volunteered their valuable time to the Harris County Archives, delivering much needed assistance to a worthy, yet underfunded facility as well as assisting an underperforming local school in advancing its reading curriculum. Chapter members also supported the Trash Bash[®], a state-wide program to help clean up local waterways and the Spay-Neuter Assistance Program (SNAP) to help mitigate the Houston area’s increasing problem of unwanted homeless animals. Beyond our community outreach programs, ARMA Houston members continue to strive for excellence within and outside the organization by speaking, teaching, writing articles and books, developing curriculum, and mentoring those new to the RIM profession.

ARMA Houston takes very seriously its mission: To provide educational and research opportunities to advance the improvement of Records and Information Management practices. We set very high standards for ourselves and work diligently to exceed them. Our leaders and members enthusiastically participate in Chapter events and activities and in the larger community. We actively seek opportunities to advocate the benefits of Records and Information Management with our employers, other professions and to the general public. We are most deserving of the Chapter of the year award for 2013-2014.

Submitted by

Teresa Matlock

Chapter Position

2013-14 Executive Vice President