



ED

SCOPE NOTES



Please plan to attend the ARMA Edmonton Chapter's RIM Month Kick-Off Breakfast

RIM MONTH KICK-OFF BREAKFAST WEDNESDAY, 1 APRIL 2009

CROWNE PLAZA CHATEAU LACOMBE DELUXE BREAKFAST BUFFET

Register at
www.armaedmonton.com
by March 30

Our speakers:
E-Discovery & RIM Practice
What every responsible RIM
practitioner needs to know.

Iain Kenny CFE, CCE, leads the Computer Forensics practice of Meyers Norris Penny. Prior to joining MNP, Ian was with a global accounting firm, where he specialized in the areas of E-Discovery, execution of Anton Piller orders and forensic support services for litigation. Iain spent 10 years with the Edmonton Police Service where he last served as a Detective in the Technological Crimes unit .

Lisa Majeau Gordon leads the Forensic and Litigation Support practice of Meyers Norris Penny in Edmonton. Lisa is a Chartered Accountant, a designated expert in Investigative & Forensic Accounting within the accounting profession, a Certified Fraud Examiner, and a Certified Forensic Investigator. Lisa has spent 12 years assisting clients with large criminal, civil, and internal investigations. In addition, Lisa provides preventative and proactive services, including fraud risk management, records management, and litigation readiness.

Assorted chilled juices

Freshly baked breakfast pastries
with Fruit Preserves and butter

Fresh sliced fruits

Farm Fresh Scrambled eggs
Alberta Double Smoked Maple Bacon

Waffles and French Toast with
Maple Syrup and Berry compote

Whipped Cream, Fruit Caulis,
and Milk Chocolate Sauce

\$20 per person.

Registration opens at 7:45 a.m.
Breakfast served at 8:00 a.m.
Program to begin at 8:30 a.m.

Register online before March 30
at www.armaedmonton.com

Conference Program Released

The program for the ARMA Canada Regional Conference in Edmonton is now available at:

http://www.armacanada.org/edmn_2009/edmn_program.shtml.

Look at all the RIM Events!

Participants in April's RIM Month events will be treated to variety of professional development opportunities made possible by the Edmonton Chapter's valued partners.

Many events are *free* so go ahead and register your staff, your boss, your better half, or that volunteer group you work with to join you at these tours and special seminars.

In addition, Chapter events will continue including the Functional Classification full-day workshop on April 23.

For more information or to register for RIM Month events, visit www.armaedmonton.com.

The New Board Position—Director of Student Services

In January, a new Board position was created for the upcoming elections (see "Call for Nominations" this page). This position's description does not yet appear in the Bylaws. Those interested in pursuing this new and important position should know that the Director of Student Services will:

- act as liaison between all RIM education programs including RIM-related programs including but not limited to: privacy, knowledge management, content management, Web content, IAPP administration, library administration, and imaging
- create and administer a practicum registry and assist in the placement of practicum students
- assist the Program Director in including student participation in Chapter events
- propose and administer all scholarships or other student prizes on an equitable basis
- represent the Chapter at all speaking engagements requested by RIM education institutions or designate a delegate
- receive and respond to all student or administrator requests for information, support, or contributions (in cash or kind) to RIM educational programs
- devise and execute recruitment plans to encourage the induction of graduates into full ARMA membership

Edmonton's three major post-secondary institutions have recently partnered with the Edmonton Chapter to improve, update, revitalize and otherwise advance the level of RIM education in Edmonton.

NAIT has announced the RMBO program (Records Management and Business Operations), Grant MacEwan College has added RIM programming to its Library Technicians program, and the University of Alberta School of Library and Information Studies has committed to a complete revision of its RIM course LIS 594.

The Board has added this position to provide a direct link between the Board and student programs. Under the leadership of the new Director of Student Services, the Board will pursue opportunities to:

- a) ensure ARMA competencies and other priorities remain at the forefront of educational programming;
- b) encourage student participation in ARMA and thereby encourage full membership upon graduation and employment;
- c) grow the Chapter in light of impending retirements;
- d) promote RIM as a viable and desirable career;
- e) establish ARMA as the undisputed leader in RIM professional practice support in Edmonton.

CALL FOR NOMINATIONS

ARMA Edmonton Chapter

2009 / 2010

Nominations are now open for ARMA Edmonton Chapter Board of Director's positions.

Use the online nomination form available at http://www.armaedmonton.com/the_board/nominate.php to either: declare your own candidacy; or nominate a candidate for office.

Candidates and nominees may only declare for one Board position per election.

Nominations will be open until 11:59 p.m. April 14, 2009.

Following the close of nominations—election voting will take place at www.armaedmonton.com from April 15 to midnight April 30, 2009. Results will be announced by May 8, 2009.

Serving on an ARMA Board is a rewarding position for those who are looking to bring their talents to bear on shaping their chosen profession. The Edmonton Chapter is a strong and dynamic organization. We invite you to take this opportunity to take on a leadership position and help guide RIM professional development and awareness in Edmonton.

Chapter Events Details

Microsoft Office SharePoint Server 2007 is it for you?

Our Topic: We have all heard about SharePoint and perhaps even accepted its MicroSoft-driven inevitability. But what does this mean for our organizations? Is it a robust RIM tool? Gisele and Stephen will give an overview of the City of Edmonton's SharePoint experience, share some lessons learned, and answer your questions. Attendees will be treated to a preview of Gisele and Stephen's upcoming 2009 ARMA Canada Conference session. This talk was presented previously at the ARMA International Conference to standing-room-only crowds!

Our speakers: Gisele Crawford is the Electronic Records Administrator for the City of Edmonton. She is an honoured life-member of ARMA International and is in demand at ARMA conferences and events. Stephen Gordon is the Director – IT Planning and Architecture with the City of Edmonton. Stephen's IT experience, together with Gisele's RIM expertise, created an interesting and vital synergy to this project. Chapter members will benefit from Stephen's perspective on the IT / RIM collaborative process.

Date: Wednesday, April 15, 2009 11:30—1 p.m. Registration opens at 11:15 a.m.
Location: Crowne Plaza Chateau Lacombe, 10111 Bellamy Hill
Register no later than: April 14, 2009 at www.armaedmonton.com
Members / Students: \$25 plus GST = \$26.25
Non-Members: \$35 plus GST = \$36.75

Functional Classification : Why, How, What, and How Come?

Our Topic: Is functional classification a passing trend? Why change from subject based systems? What do clients want? This session will discuss how to develop and implement functional classification systems in both public and private sector organizations. The methodology brings a new dimension to records and information management professionals and has been very well received by RIM professionals, IT professionals and business users. The one day interactive workshop will include a combination of theory and practice. Participants will explore how to develop a functional classification system based on the functional analysis methodology presented

Our speaker: Gilles Legare has 30 years RIM experience. He has led the National Archives of Canada records management program into the electronic age (and challenges) including the development of the required foundation and the implementation of their EIM application. In 1999, he joined the Alberta Government records management team and proudly contributed to numerous exciting projects including the information management framework, the development of Alberta's Modified Functional Classification System methodology and the delivery of training courses complementing the new methodology to government employees. with his public and private sector clients.

Date: Thursday, April 23, 2009 from 9:00 a.m. – 4:00 p.m.
Registration opens at 8:30 a.m. Lunch included
Location: Alberta Teachers Association (Barnett House), 11010 142 St. Edmonton
Register no later than: April 21, 2009
Fees (exclusive of GST) BEFORE MARCH 31, 2009 — Members \$126 Non-Members \$165.00

AFTER APRIL 1, 2009 (exclusive of GST) — Members \$158 Non-Members \$205.00

Coming in May—ORGANIZING SHARED DRIVES—WHY BOTHER? With Paula Lederman. May 8. Registration now open at www.armaedmonton.com.