



THE ARM



December 2000

Volume 2000 Issue 3

Happy Holidays from Greenville Area ARMA

The Greenville Area Chapter of ARMA would like to take a few moments to send all of its members a holiday greeting. This is the time of year for spending time with your family, sharing gifts, visiting with friends, and being thankful for the blessings we have enjoyed throughout the year.

As fellow ARMA members many of us have become good friends. While you rush to finish your shopping, decorate for the holiday, bake those cookies, and countdown the new year ... remember that we are thinking of you, and wish you and your family a Happy Holiday!



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January Program: Disaster Recovery: Picking up the Pieces

The topic of the January program will be “Disaster Recovery — How to pick up the pieces” presented by Mr. Jack Bryan of the South Carolina Attorney General’s office.

Mr. Bryan holds a BA from the State University of NY at Plattsburgh and both Master’s and Specialist degrees in Librarianship from USC. He began work as law librarian at the SC Attorney General’s Office and for 20 years served as the Director of Administration. Among his credentials Jack achieved CRM certification in 1986, and in 1995 he was a founding Board Member of the South Carolina Public Records Association, an organization of 300 state and local government records managers.

Mr. Bryan is currently the Support Services Manager with the State Attorney General’s Office. Jack brings to our chapter first hand knowledge of picking up the pieces as a result of a fire disaster that occurred in the State Attorney General’s Office in January 1993. We are delighted to welcome him to the Greenville Area Chapter of ARMA for our January program.

Meeting Information

Location: Greenville Country Club
 Date: January 9th, 2000
 Time: 8:00 AM to 9:45 AM
 (registration begins at 7:45 AM)
 Cost: \$20.00 for members
 \$25.00 for non-members

To book a seating reservation for this breakfast program please contact Jennifer Howell at 271-1300.

2000-2001 Greenville Area Chapter Program Summary

The events for the 2000-2001 program year of the Greenville Area Chapter of ARMA is in full swing. Here is a brief summary of the upcoming programs.

March 13th

SPRING WORKSHOP featuring presentations from

- Tom Johnson: “How The Coca-Cola Company Integrates Retention Guidelines.”
- Jack Ingle: “Keeping Your Secrets in the New Millennium — Protecting Proprietary Information.”

May 8th

“Records Retention - When to Let Go” featuring presentations on state and local government by John Mackintosh.

June 12th

ARMA Officer Induction Ceremony — conducted by Tim Kudlock, Mid-Atlantic Region Coordinator.



Greenville Area Chapter of ARMA Name Change & You

The Greenville Area Chapter of ARMA serves many different people, and many different organizations throughout the upstate. This fact has recently caused some speculation at the name of our chapter. Is it not true that our chapter also serves Anderson, Spartanburg, Greer, Simpsonville, Mauldin, Travelers Rest and many other municipalities in this region?

It has been decided that it is time for our chapter to consider a new name. There have been several excellent name suggestions made to the chapter board. Two of the chapter names being considered at this time are Upstate SC Chapter of ARMA & Foothills Chapter of ARMA.

Please join us at the January program. Bring your chapter name suggestions, or vote for one of the names mentioned above ... either way, this is your chance to help ensure that the name of our chapter reflects all of its members.



ARMA on Wheels

The Greenville Area Chapter of ARMA is going to help start the new year in an inspirational way, by making a contribution to our local Meals on Wheels program.

For every member of our chapter that makes a \$10 contribution at the January program, the Greenville Area Chapter of ARMA will match that contribution up to \$100. The funds provided through the ARMA contribution will help the Meals on Wheels program in its commitment to provide nourishment for the nation's elderly through home-delivered meals.

If any member of ARMA is unable to attend the January program, but would still like to make a contribution, please contact Jennifer Howell at 271-1300, or send your contribution to:

*Greenville Area Chapter
ARMA International
P.O. Box 61
Greenville, SC 29602*



Buddy-List Tradition Continues

The Greenville Area Chapter of ARMA continues the Buddy-List Program tradition in connection with the Scholarship Fund.

Here's how the Buddy-List Program works:

- * *Each member of the chapter has been assigned an ARMA Buddy.*
- * *Members are asked to contact their buddy prior to every meeting to confirm whether or not they will be attending the program.*
- * *If the buddy pair fails to make contact with each other prior to the meeting, they will each receive a \$.50 cent fine.*

All proceeds from the Buddy-List fines are donated to the Scholarship Fund. Encourage a friend to become an ARMA buddy!

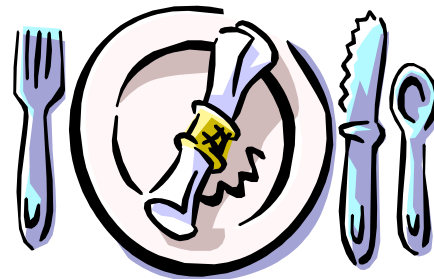
UPDATED BUDDY LIST:

MEMBER / BUDDY	BUDDY PHONE #
Carole Barnwell / Brenda Hatton	234-9349
Janice Bowens / Lucy Quinn	597-4030
Helen Fischer / Kerry Kelley	458-6134
Selena Goldsmith / Elizabeth Kistler	594-5718
Ann Griggs / Steve Thomas	288-6644
Brenda Hatton / Carole Barnwell	281-4825
Jennifer Howell / Judie Long	467-4508
Kerry Kelley / Helen Fischer	967-5612
Elizabeth Kistler / Selena Goldsmith	984-8355
Todd Korahais / Bill Turrentine	235-1552
Judie Long / Jennifer Howell	271-1300
Jinny Moran / Charles Watkins	617-2798
Fran Pachella / Greg Scott	433-6448
Lucy Quinn / Janice Bowens	486-4150
Michael Rosensteel / Diane Sawyer	433-6450
Diane Sawyer / Michael Rosensteel	213-9088
Greg Scott / Fran Pachella	242-2685
Steve Thomas / Ann Griggs	281-5279
Rebecca Toms / Donna Williams	235-1552
Bill Turrentine / Todd Korahais	232-3618
Charles Watkins / Jinny Moran	467-5211
Donna Williams / Rebecca Toms	574-7642

ARMA Breakfast Meetings: Reservation Policy

Please remember that members of the Greenville Area Chapter of ARMA will be held financially responsible for reservations made to attend an ARMA breakfast meeting. Once a reservation has been made the member will be charged for their meal, whether or not they attend the function. Cancellations will be accepted, with no penalty, through the Thursday prior to the meeting.

On the Wednesday prior to an ARMA program, Jennifer Howell will distribute an e-mail notifying all members of the Thursday deadline for making reservations. In this e-mail Jennifer will include a list of all members that have made reservations for the event. All parties included on the list will be held responsible for the cost of the event, if a cancellation is not confirmed. For cancellations, please contact Jennifer Howell at 271-1300.



2000-2001 ARMA Officers

Please take a few moments to review the list of the 2000-2001 officers for the Greenville Chapter of ARMA. Each officer is dedicated to helping make ARMA reach its goal of service to every member. Please contact any officer if you have questions, or suggestions, for the Greenville Chapter of ARMA.

OFFICERS:

President & Tellers Chair-
Bill Turrentine
Telephone: (864) 235-1552

Chairman of the Board & Nominations Chair-
Ann Griggs
Telephone: (864) 281-5279

Secretary Chair-
Carole Barnwell
Telephone: (864) 281-4825

Treasurer-
Steve Thomas
Telephone: (864) 288-6644

Public Relations Chair-
Jinny Moran
Telephone: (864) 467-5211

Board Member & Hospitality Chair-
Jennifer Howell
Telephone: (864) 271-1300

Board Member & Librarian-
Judie Long
Telephone: (864) 467-4508

Board Member & Membership Chair-
Todd Korahais
Telephone: (864) 232-3618

OTHER COMMITTEE CHAIRS:

CRM Liaison-
Michael Kohl, CRM
Telephone: (864) 656-5176

Education Chair-
Lucy Quinn
Telephone: (864) 597-4030

Directory Chair-
Gregory Scott
Telephone: (864) 433-6448

Prize Committee Joint Chair-
Jinny Moran
Telephone: (864) 467-5211

Prize Committee Joint Chair-
Jennifer Howell
Telephone: (864) 271-1300

Newsletter Editor-
Jennifer Howell
Telephone: (864) 271-1300

Member Profile: Charles Watkins

This year the Greenville Area Chapter of ARMA has welcomed a few new faces to the chapter. Charles Watkins is one of the new members to join our chapter of ARMA.

Charles R. Watkins has over 25 years of management and administrative experience. Mr. Watkins is a retired military veteran having served over 21 years in the U.S. Army. As a First Sergeant in the U.S. Army he was responsible for the supervision, training and maintenance of the personnel records for over 300 soldiers. His credentials include a Bachelor of Science degree in Business Administration. He has recently been hired as Anderson County's first Records Manager. He is responsible for planning, organizing and administering the records and information management program for the County as mandated by the by the Senate's Public Records and Archives Act. He is also responsible for storage, maintenance and disposal of County Records.

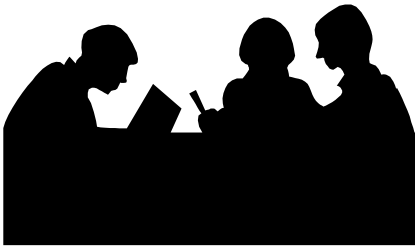
Mr. Watkins is married and resides in Anderson. He is a Master of Divinity Candidate, licensed by the Greenville District, 7th Episcopal District of the African Methodist Episcopal Church to Preach the Gospel.

We are pleased to welcome him as a new member to our chapter.

Board Meeting Highlights

The monthly ARMA board meetings often result in changes effecting the entire chapter.

The Greenville Area Chapter of ARMA conducts its board meetings on the first Thursday of every month. Meetings are held at the Ogletree, Deakins, Nash, Smoak and Stewart law firm beginning at 8:30 AM. Every member of the chapter is encouraged to attend board meetings.



For further details regarding board meetings, please contact Jennifer Howell at 271-1300.

Following is a summary of some of the significant motions and events from recent board meetings of the Greenville chapter.

Board Meeting — December 7th

Motions:

- Jennifer Howell motioned ARMA Meals on Wheels donation match project for January program. The motion was seconded by Carole Barnwell, and carried by unanimous vote.

Notices:

- Greg Scott reported that the Membership Directory is in the final editing stages, prior to distribution.
- Steve Thomas has agreed to notify the bank of the chapter address change and to have this change added to the chapter checks.
- Jinny Moran reported that Greenville Area Chapter of ARMA program notices will appear in the January issues of Greenville

Magazine, as well as, Creative Loafing.

- The next board meeting will be held at 8:30 am on January 4th. The meeting will be conducted at the law offices of Ogletree, Deakins, Nash, Smoak and Stewart. For further information, or directions, please contact Jennifer Howell at 271-1300.

Treasury Report

As reported at the ARMA Board meeting on October 24th, here is a summary of the treasury for the Greenville Area Chapter of ARMA.

Checking Account Balance:
\$1373.14

CD (Renewed 10/2000):
\$2334.17

