



Freedom of Information Act topic of November meeting

November Chapter Meeting

FOIA Update

- Tuesday, November 12
- Greenville Country Club
- \$30 Members
\$35 Non-Members
- For further details, please see page 8.

The Greenville Area ARMA Chapter November luncheon meeting will feature Jay Tothacer, Attorney for Greenville County. Jay is a graduate of Clemson and the USC School of Law, and was previously the Berkeley County Attorney. He is an expert on Freedom of Information Act (FOIA) policies and their application. He is a sought-after lecturer on the topic and regularly provides advice on compliance with the requirements of the Act to public agencies, boards and commissions as well as departments of Greenville County.

Jay's presentation will include discussion of the following:

- South Carolina FOIA Overview
- Recent cases regarding FOIA
- Pending legislation on FOIA

Jay always provides excellent information crucial to providers of public records. We hope you will join us for an enjoyable morning of education and networking!

-M. Zaragoza

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2002 Chapter Member of the Year Award

Congratulations to Carole Barnwell on being selected as the 2002 Member of the Year. The board received two nominations for this prestigious award and Carole received the overall votes as this year's recipient.



Carole has been an active member of the Greenville Area Chapter for many years. Her contributions and role as a board member for the past few years and active participation in chapter events is highly commendable. The board expresses their gratitude and appreciation to Carole for her continued dedication of service as a board member and to ARMA International.

Carole was recognized at the ARMA national conference in New Orleans in September and will be recognized at our chapter awards ceremony in December.

-Jinny Moran

THE ARM

*The Newsletter of the Greenville Area
Chapter of ARMA*

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A Message from the President

Good Day to everyone. We had 16 in attendance at our first Chapter meeting on Tuesday, October 8, 2002. David Stephens, CRM, CMC presented the following informative topics; The Enron-Andersen Affair: Lessons Learned, September 11th: The Records Management Implications, and Electronic Records Retention: New Strategies for Data Life Cycle Management. The presentation on electronic records was most exceptional. Everyone in attendance thoroughly enjoyed this educational and most useful presentation.

The Board expresses much appreciation to our Clemson University hosts Isaac Wallace and Judy Parker for their assistance in arranging the use of the Madren Center and door prize contributions. The buffet lunch in the cafeteria was enjoyed by all.

Our next Chapter meeting is scheduled for Tuesday, November 12, 2002 at the Greenville Country Club. Greenville County Attorney Jay Tothacer is our featured speaker and will be discussing the South Carolina Freedom of Information Act. Please join us for a most interesting topic and delicious lunch. Please see the enclosed page reference registration for this meeting.

I look forward to seeing you at the next Chapter meeting. Please feel free to come early for the board meeting at 0900.

Jinny Moran



Member Profile: Carole Barnwell

Being a member of a professional organization like ARMA that meets once a month or less, it can be difficult to find the time to get to know our fellow members. Our mission in profiling a selected member in each issue of THE ARM is to give our members the opportunity to meet someone new. We hope you enjoy these profiles.

It seemed fitting this month to choose our member of the year, Carole Barnwell, for our member profile. Carole was kind enough to consent to an online interview:

MZ: Could you tell me a little about your company and what you do in your position there?

CB: I work with Fluor Corporation, Greenville, SC which provides services on a global basis in the fields of engineering, procurement, construction, operations, maintenance and project management. Headquartered in Aliso Viejo, California, Fluor is a Fortune 500 company. I have worked with Fluor for 24 years predominantly in the services area. My professional background with Fluor began in the administrative assistant area, progressing through procedures/forms analyst, supervision of Records Management, to my present position as manager of a Facilities Services group encompassing Records Management, Forms Management, Reprographics, and Mail Services.

MZ: Where do you call home?

CB: I was raised in England just north of London where I completed my formal education in grammar school. I emigrated to the US in the late 1970's and, while my immediate family remained in England, I now have my own family and home here in the US in the southern part of Greenville County. I'm fortunate in that I basically have two places I can call home.

Home in the US is actually on a small farm which gives me plenty of opportunity to experience the outdoors life; a preference of mine. The farm provides me with sufficient physical activities so as not to feel too guilty for not being an exercise fanatic and a certain peace of mind to be able to enjoy what nature has to offer.

MZ: What do you feel your affiliation with ARMA has done for you in your career?

CB: My affiliation with ARMA has provided me insight to the future direction of records management and how our roles are ever changing as technologies change. It is very evident that business are at different levels in managing their information with some addressing it more seriously than others.

While ARMA at the higher level provides a rich source of educational material in the many aspects of strategic information management, involvement with ARMA at the local chapter level is also very rewarding. As members of a chapter, we each have close resources to tap for feedback, guidance, been there - done that, lessons learned, etc., and you can generally find someone in the same boat as yourself so you don't feel so isolated. It follows, too, that the greater the number of members, so too expands the knowledge pool.

MZ: Do you have a statement regarding your position with ARMA as far as how other members can help you in your position?

CB: Having participated, along with other board members, in the strategic direction of the Greenville Area ARMA Chapter, I can attest to the significant importance of membership involvement. Involvement doesn't always have to be serving as an officer of the Chapter, or chairing a committee (although there are mutual benefits in doing so), but participation can be as simple as providing feedback and input on program preferences, volunteering some time to assist in various committee activities, sharing personal experiences, etc. A chapter is only as rewarding as the members choose to make it, so I urge members to get involved to whatever extent they are comfortable with and encourage others to participate in this sharing of knowledge.

It is easy to see why Carole was chosen as our member of the year!

—M. Zaragoza



Greenville Area ARMA Chapter Member Directory

Please keep this page in a handy place for easy reference should you need to contact a fellow member. For changes or additions, please contact Jinny Moran.



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Life Can Be Fantastic! Chapter Holiday Dinner and Presentation

We are planning a very special December chapter meeting, and all are invited! Don't miss this evening of laughter and enlightenment as we welcome Dr. Mike Collins who will remind us that "Life Can Be Fantastic!" This seminar is designed to provide each participant with a plan for balancing their life between work, home and play. Self evaluations of activities, time frames and successful models will be used to guide participants toward a more enjoyable, healthier and productive lifestyle. This presentation will certainly add to anyone's personal advancement, so we encourage you to invite family, friends and co-workers.



Mike earned a bachelor of science degree and a master of science degree from Baylor University and an Ed.D. from the University of Southern Mississippi. He is an experienced management development consultant and speaker who specializes in motivational and humorous presentations for large and small organizations. Mike's enthusiastic, entertaining and informative seminars bring laughter and renewed spirit to his audiences. Mike is much in demand as a trainer and facilitator for team building exercises for service, financial, medical and manufacturing organizations.

Mike's presentation will be followed by dinner and a brief award ceremony for our chapter. We hope you will join us for what is sure to be an enjoyable evening.

When: Tuesday, December 3rd, 6:30 p.m.
Where: Greenville Country Club
Cost: \$30 members, \$35 non-members

Fundraiser Event for Meals on Wheels of Greenville

As you have read in the past newsletter, the Greenville Area Chapter Members and its Board of Directors have expressed interest in sponsoring local charity organizations.

Meals on Wheels of Greenville is known for providing hot, nutritious meals to frail, elderly, isolated and incapacitated individuals residing in Greenville. They do not receive funding from the government or the United Way. Financial support for this wonderful organization is funded by volunteer donations and your helping hand.

Our first project will be to sell Krispy Kreme certificates that the purchaser can redeem for one dozen original glazed doughnuts in the future (includes fresh glazed, hot doughnuts during specific hours). This fundraising event provides a 50% profit and all proceeds will be donated to this worthwhile organization. Marce Zaragoza and Jinny Moran will coordinate this event and we will begin taking orders and payments in mid-November.



Please contact jmoran@greenvillecounty.org or mzaragoza@greenvillecounty.org reference participation and/or supporting this event by purchasing some certificates.

-Jinny Moran



We need your contributions! If you have a contribution you would like to make toward *The ARM* — whether it be an article you have written, an idea for an article or point of interest for other members, photos, etc. — please send it to Marce Zaragoza at mzaragoza@greenvillecounty.org. Your input and contributions will be greatly appreciated!



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"That's our new mission statement."

Board Meeting Highlights

The Board would like all members to know that they are welcome to attend any and all board meetings! Our hope would be that fresh faces would bring fresh ideas! The only way we can make our chapter better and provide programs which are of interest to the greatest number of people is to have as much input as possible from YOU! Most board meetings are held in conjunction with a program, so why not plan to attend an informative talk, enjoy some good food, and attend the board meeting to have a say-so in YOUR ARMA chapter! Please watch the newsletter or visit our website, <http://www.armamar.org/GA/>, for meeting times. We hope to see you at a future meeting!

Following is a summary of some of the recent motions and discussions from the September 2002 Board Meeting.

- Carole Barnwell was selected as Chapter Member of the Year. Carole will be recognized at the December event. (Related article on page 1.)
- President Jinny Moran reported that she had submitted the Chapter's Letter of Intent to contend for ARMA's chapter newsletter award.
- The Board would like to thank former member Bill Turrentine for continuing to sponsor us at the Greenville Country Club when we require those facilities.
- The Hospitality Committee Chair position remains to be filled for this year.
- Approximately 65 fliers were mailed to advertise the Fall Workshop.
- The November 12th, December 3rd, and June 10th events have been confirmed. The HIPAA workshop originally scheduled for March has been moved to January in order to allow participants more lead time before new policy implementation is required in April; this program is also confirmed.



Ann Griggs, Janice Bowens, and Carole Barnwell

-M. Zaragoza

Treasurer's Report

The summary of the treasury for the Greenville Area Chapter of ARMA as of the September 2002 board meeting is as follows:

<i>Expenditures:</i>	\$ 0.00
<i>Revenue:</i>	\$237.52
<i>Checking Balance:</i>	\$2,944.86
<i>CD Balance:</i>	\$2,668.00



We're on the Web!

Please be sure to check out the Greenville Area Chapter's website for news and updates! We are working to make our website one of ARMA's best! We currently have plans to feature a chapter history, upcoming events, a member list, past and current newsletters, and information on the scholarship program. If you have suggestions on additional features for our website, please send them to Marce Zaragoza at mzaragoza@greenvillecounty.org.



CALENDAR OF EVENTS

NOVEMBER 12

JAY TOTHACER, GREENVILLE COUNTY ATTORNEY
Freedom of Information Act
Greenville Country Club
Details on page 8.

DECEMBER 3
(evening)

HOLIDAY GET-TOGETHER (SPOUSES INVITED)
Greenville Country Club
Details on page 5.

MIKE COLLINS, ED.D., GREENVILLE TECHNICAL COLLEGE
Life can be Fantastic!!! How to Enjoy a Balanced Life

AWARDS PROGRAM

2003

JANUARY 28

DAVID WOOD, HIPAA CONSULTANT
HIPAA Compliance Workshop
Health Insurance Portability and
Accountability Act of 1996

FEBRUARY 11

BOARD MEETING

MARCH 11

BOARD MEETING

APRIL 8

BOARD MEETING

MAY 13

BMW TOUR (TENTATIVE)

JUNE 10

CLEMSON UNIVERSITY
TOUR OF SPECIAL COLLECTIONS AND RECORDS MANAGEMENT



All members are welcome and encouraged to attend board meetings. On those days when we feature a speaker, board meetings will be held before or after the presentation.

Greenville Area ARMA Chapter **FOIA UPDATE**

Board meeting 9:00 a.m.
Registration 10:00 a.m.
Program 10:30 a.m.
Lunch 11:45 a.m.

November 12, 2002
Greenville Country Club

Jay Tothacer
Greenville County Attorney

Highlights:

- ▶ South Carolina FOIA Overview
- ▶ Recent cases regarding FOIA
- ▶ Pending legislation on FOIA

Registration: Members \$30.00
 Non-Members \$35.00

Group rate: Three or more persons from the same organization will receive the member rate. Advance registration required no later than November 8, 2002; fees payable in advance or at the door. For further information or to register, please contact Jinny Moran at (864) 467-5211 or jmo-

Directions:

From downtown Greenville:

- Take Church Street west to Augusta Street
- Make left onto Augusta Street
- Make left onto Byrd Boulevard
- Greenville Country Club entrance is on left

From elsewhere:

- Take I-85 to Exit 45 Augusta Road
- Follow Business Route 25 toward Greenville
- Turn right onto Byrd Boulevard
- Greenville Country Club entrance is on left

Cancellation policy: Refunds will be made for cancellations made before November 8th, however cancellations after that date will not be accepted. Substitutions are suggested and encouraged for those who cannot attend after registration. The Greenville Area ARMA Chapter is not responsible for program changes.





*ARMA International
Greenville Area Chapter*

Board meeting 09:00 a.m.
Registration 10:00 a.m.

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WE'RE ON THE WEB!
WWW.ARMAMAR.ORG/GA

ARMA International is a not-for-profit association serving more than 10,000 information management professionals in the United States, Canada, and over 30 other nations.

ARMA International members include records and information managers, archivists, corporate librarians, imaging specialists, legal professionals, knowledge managers, consultants, and educators.

At ARMA International, we recognize that information is a vital asset of every organization. Our vision is to provide leadership in education, research and networking for the benefit of information professionals.

Membership in the Greenville Area Chapter of ARMA is open to anyone in the South Carolina Upstate looking to broaden their knowledge and contacts in the information management field.

Membership information is available at www.arma.org



As the days grow shorter and we enter this reflective time of year, the Board of Directors wish to thank all of you for your participation and support this year. May your holidays be happy and healthy and the coming year bring you every success.