

ARMA International
San Antonio Chapter

Collaborator

Collaboration...people working together to solve the puzzle

December 2007



Make plans to join fellow Chapter Members and
Guests for an evening of holiday cheer and dinner at
the
Petroleum Club of San Antonio,
8620 N. New Braunfels Avenue, 7th Floor

Wednesday, December 12, 2007
Cash Bar, 6:30 PM – 10:30 PM
Dinner served at 7:00 PM
\$35.00 per person

RSVP by 12:00 noon on December 7, 2007
by calling Gloria or Linda at (210) 498-3222



Message From the President

Ben Cantu

President

ARMA San Antonio Chapter

My fellow San Antonio ARMA International and Chapter members,

I hope you enjoyed your Thanksgiving holiday. I also want to personally invite everyone to our first evening event, "Holiday Collaboration" on Wednesday, December 12, 2007. Treat yourself and a guest to an evening of holiday cheer and dinner at the prestigious Petroleum Club of San Antonio.

I noticed that a lot of you have been "Collaborating for Success" recently. For example, a member had a question on retention about financial records. Another member volunteered to help our member with their information on retention guidelines. I also needed someone to help me with a demo of a certain scanner. With a few calls to the right people, we were able to go and view the scanner. If you have a records management questions or you are looking for a vendor, come to our next meeting to network and collaborate with others who are looking for their missing pieces.

Other good sources for information are:

- Check out the November/December 2007 ARMA Internationals publication "The Information Management Journal" always contains good articles on relevant issues.
- ARMA International is another source of information on records management; go to www.arma.org for books, buyers guide and much, much more.
- Another great way to expand your records management knowledge is to attend our ARMA chapter seminar on February 21-22, 2008.

In closing, I wish you and your family Happy Holidays and please keep our troops in your thoughts and prayers, especially Daniel Comeaux, son of Ann Comeaux, to whom we sent a care package on behalf of our chapter.

Ben Cantu
President
ARMA San Antonio Chapter

The Holiday Season is Right Around the Corner

By Anne Kelley, December Meeting Chairperson

Are you looking for a way to reward your department employees with an end of year gathering? Want a fun festive solution? Invite them to the San Antonio ARMA Chapter Holiday Collaboration on Wednesday, December 12, 2007. The festivities will be an evening event, so everyone can bring a guest and there will be no need to rush back to work. We seldom have the time or the opportunity to socially network and get to know each other's friends and family. This is the perfect opportunity! There will be great food, holiday cheer and magic, as well as music and dancing for those who want to kick up their heels! Included in the evening activities is a Silent Auction of themed gift baskets, which make great Christmas presents for that person who has everything! The proceeds from the silent auction go towards the Educational Fund. If you, or your department/company, would like to contribute a gift basket for the Silent Auction please contact me, Anne Kelley, at 210-626-6214, or email me at akelley@tsocorp.com. I will need to know the theme, contents and value of your contribution by Wednesday, December 5, 2007, to prepare the bid sheets. You can either bring your basket with you to the festivities, or I will need to receive your basket for the Silent Auction by 5:00 pm Tuesday, December 11, 2007, to take it to the event for you. See you at the party!

Getting To Know You

Angelica M. Juarez - Tesoro Companies, Inc.

Interviewed by Anne Kelley

This month's column is devoted to Angelica M. Juarez a new member to ARMA.

Angelica works for Tesoro Companies, Inc. and has been with the company for three years. Tesoro is a leading independent refiner and marketer of petroleum products, employing over 5,500 people nationwide and with seven refineries and 890 branded retail stations, all west of the Mississippi River. Angelica first came onboard with Tesoro as an Administrative Assistant in the Environmental department, but was quickly snapped up by the Records Management team to serve as the Records Coordinator.

Originally Angelica is from the Rio Grande Valley where she worked for the City of Pharr for over nine years, first as a construction permit clerk and finally as civil service test administrator. In 2002, she moved to San Antonio with her husband who was active military at the time, and has called San Antonio home ever since.

Over the last year Angelica, in concert with the entire Records Management team, made significant contributions to revise processes, forms and procedures for the records department. Angelica continues to assist with the implementation of these best practices and to train other departmental records coordinators across the corporation. She works diligently to ensure compliance with Tesoro's policies and procedures, reviewing all paperwork submitted by the other coordinators at Tesoro refineries, home office and field office locations prior to sending records to storage. Angelica says, "It is indeed a very exciting time in records management – the technological advances and records practices now more than ever offer a variety of solutions to any records management problem".

Daniel, Angelica's husband of 10 years, works for HEB as a Quality Assurance Coordinator. Angelica has two children – Daniela is 6 years old, and her son, Jose Angel, is 4. Indeed, they all are the loves of her life! She enjoys shopping, gardening and spending time with her family. She still has extended San Antonio Collaborator

family in the Valley and frequently travels home to visit. Currently, Angelica is pursuing her Master's degree in Applied Administration from the University of the Incarnate Word and will participate in the May graduation ceremonies.

Angelica's Truth or Lie:

She has a twin brother.

She once lived in Mexico City.



Scholarship Awarded to Dillie Harrison

Anne Comeaux

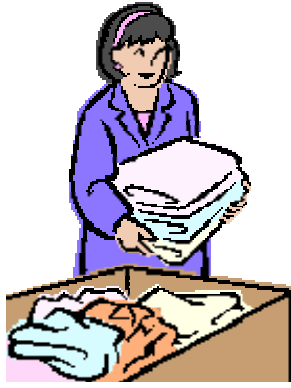
comeaux@uthscsa.edu

The Scholarship Committee has awarded a \$500 scholarship to Dillie Harrison. Dillie is a member of ARMA San Antonio and is currently working as District Registrar for the North East ISD. Dillie's duties include overseeing records management for student records, including over one million records archived on microfilm and 100,000 records archives digitally. She is responsible for a conversion project that will migrate records from microfilm to digital images and convert paper documents to digital. Dillie is pursuing a bachelor's degree in Business Management with the goal of completing the requirements for records management certification. She will use her scholarship to help pay for the tuition for an online class in organization management.



Understanding Archives: An Introduction to Principles and Practices

What are those principles and how do you implement them? This workshop provides an overview of the core archival functions of appraisal, accessioning, arrangement and description, preservation, reference, and access. For more information, visit the web site at <http://www.archivists.org/prof-education/workshop-detail.asp?id=2333>



ARMA San Antonio
HELPS WOMEN'S SHELTER

This year, ARMA San Antonio is again collecting donations for the Battered Women's Shelter and we would like to send a special thanks to those who provided donations during the month of November:

Elaine Moreland & her staff at Randolph Brooks F.C.U.

Chris Jacobs - SACU

Cindy Casey - USAA

Doug Allen - Global 360

DuWayne Headrick & the NIDS

If you are traveling and have the opportunity to stay at a motel or hotel, be sure and collect the sample bottles these facilities provide and bring them to our ARMA meetings.

Also, if you are planning a trip to the dentist, be sure and ask your dentist if he or she has any extra tooth brushes or tooth past samples they would like to donate to the Women's Shelter.

If you are interested in volunteering at the shelter, please contact:

Melissa Schulz

Volunteer Coordinator at the Family Violence Prevention Services.

930-3669



Just in Time for the Holidays - SALE

What: Holiday Clearance Sale of new and gently used clothing, purses, shoes, and jewelry

When: Saturday, Dec 8th, 10 a.m. to 5 p.m.

Where: Dress for Success San Antonio
Inside Crossroads Mall at Fredericksburg Rd & IH-10

Park in the underground parking off Fredericksburg Road

Dress for Success is located directly next door to the Mall Management Office.

On Sale:

New and gently used suits, separates, and dresses

Shoes and jewelry

New or gently used jeans

Casual wear

All monies from the sale go back into programs that help low-income women served by Dress for Success San Antonio.

For more information, please contact Dress for Success San Antonio at 210-737-1515 or sanantonio@dressforsuccess.org

Dress for Success San Antonio improves the lives of low-income children and families by advancing women's economic and social development and encouraging self-sufficiency through career development and employment retention.



Our care bear donations continue to rise and so do the funds we have available to purchase bears. Thanks to all who have made donations to this very worthy cause.

A very special thanks for November's Care Bear donations goes to:

Jenny N. Barker, CRM
Elaine Moreland
Gilbert Barrera

SUPPORT THE CARE BEAR PROGRAM
DONATING A STUFFED ANIMAL AT OUR HOLIDAY COLLABORATION ON WEDNESDAY,
DECEMBER 12 AT THE PETROLEUM CLUB OF SAN ANTONIO.

SantasSecrets.com
A Walk The Talk Resource

**The Leadership Secrets of
SANTA CLAUS™**



Book Review - The Leadership Secrets of Santa Claus
DeBe Wantzloeben, CRM

Can you believe it? It's December already! And my thoughts have now turned to Christmas. So as I was reviewing a listing of leadership books in our company's library, *The Leadership Secrets of Santa Claus*, by Eric Harvey, David Cottrell, Al Lucia and Mike Hourigan caught my attention. I couldn't resist checking it out and reading it.

The authors write in first person, Santa, and share eight of his secrets that have helped him get big things done in his "workshop" throughout the year so he will be ready for his one night of glory each year.

Thinking of Santa as a leader was a new and different concept for me. We rarely associate Santa with the two roles: Santa the MANAGER and Santa the LEADER. He is after all running a business and he's the boss. There are workers to lead, letters to read, orders to fill, processes to manage, stuff to buy, stuff to make, standards to maintain, new technologies to adopt, skills to develop, elf problems to solve and reindeer droppings to scoop (although he does delegate that one!)

Santa shared his eight secrets-his eight practical strategies for leading others and getting things done all year long. They are:

1. Build a Wonderful Workshop
2. Choose your reindeer wisely
3. Make a list and check it twice
4. Listen to the elves
5. Get beyond the Red Wagons
6. Share the milk and cookies
7. Find out who's naughty and nice
8. Be good for goodness sake

My favorite secret was No. 5 because I do remember getting a red wagon for Christmas. Santa had to explain to his elves how the demand for wagons had decreased. Video games were "in," and the workshop crew needed to make changes in what they did and how they operated. Sound familiar?

This was a quick and delightful read with analogies for each secret that we can easily understand and apply. It kept me smiling throughout the entire book.

For more information from Santa's Workshop, go to <http://www.santassecrets.com>

ARMA-San Antonio Chapter 2007-2008 Programs Schedule

| <i>Date</i> | <i>ICRM Part #</i> | <i>Presentation</i> | <i>Speaker</i> | <i>Organization</i> | <i>Location</i> |
|------------------|--------------------|--|----------------|--|---|
| September 18 | Part I | Professional Development and RIM | Jesse Wilkins | Access Sciences Corporation | Embassy Suites |
| October 16 | Part III | Managing Municipal Government E-Records: A Case Study | Bob Guz | City of Austin | Embassy Suites |
| November 20 | Part III | Improving Filing Systems | Jed Rogers | Texas State Library | Embassy Suites |
| December 12 | | Holiday Collaboration 6:30-10:30pm | | Petroleum Club of SA | 8620 N. New Braunfels Ave. 7th Floor |
| January 15 | Part I | A Practical Approach to Hiring for Success | Steve DiPaola | Valero Energy Corp | Embassy Suites |
| February 21 & 22 | | Seminar | TBD | | TBD |
| March 18 | Part V | Information Destruction, Industry Trends, and Program Best Practices | Doug Balsley | Iron Mountain | Embassy Suites |
| April 15 | Part II | Creating Effective Forms for Retention | Ray Killam | Business Forms Management Association (BFMA) | Embassy Suites |
| April 19 | | Shred Day | | | SACU |
| May 12 | | Golf Tournament | | | Silverhorn Golf Club |
| May 20 | Part IV | Fast Tracking Records Inventory | Donna Rose | Apache Corp | Embassy Suites |
| June 17 | | Awards Ceremony | | | TBD |



ARMA San Antonio 2007-2008 Board of Directors

| Name | Title | e-Mail |
|----------------------|---|--|
| Chris Jacobs | Chairman of the Board | cjacobs@sacu.com |
| Ben Cantu | President | ben.cantu@valero.com |
| Danann Smith | Vice President – Membership | danann.smith@saws.org |
| Erin Atkinson | Vice President – Professional Development | egpa@satx.rr.com |
| Lisa Pichardo | Vice President – Programs | lisa.pichardo@portsanantonio.us |
| Mary Castillo | Treasurer | mary.castillo@ironmountain.com |
| Bill Newton | Secretary | bill@wbapeo.com |
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| Jenny Barker, CRM | Director | barkerCRM@cs.com |
| Duwayne Headrick | Director | duwayne@nisd.net |
| Anne Kelley | Director | akelley@tsocorp.com |

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This newsletter is a publication of the
San Antonio Chapter of the Association of Records Managers and Administrators, Inc.

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Contributions or gifts to the Association of Records Managers and Administrators, Inc. are not deductible as charitable contributions for federal income tax purposes.



San Antonio ARMA Holiday Collaboration

Make plans to join fellow Chapter Members and Guests for an evening of holiday cheer and dinner at the

*Petroleum Club of San Antonio,
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Cash Bar, 6:30PM - 10:30PM

Dinner served at 7:00PM

Music, entertainment, and dancing.

\$35.00 per person

*RSVP by 12:00 noon on December 7, 2007
by calling Gloria or Linda at (210) 498-3222*

*Gift Basket Silent Auction
(Benefiting the Educational Fund)*



DIRECTIONS

From the West: Go east on NE Loop 410 past the airport. Exit Loop 410 at Nacogdoches. Make a turn around, heading back to the west on the feeder road of NE Loop 410. Turn right on N. New Braunfels and go to 8620 N. New Braunfels. The Petroleum Club is on the 7th floor of the Energy Building.

From the East: Go west on NE Loop 410. Exit Loop 410 at Nacogdoches. Go through the light, continuing in a westerly direction on the feeder road. Turn right on N. New Braunfels and go to 8620 N. New Braunfels. The Petroleum Club is on the 7th floor of the Energy Building.



*You're cordially
Invited*

Please come to the Kelly Services® San Antonio Branch
Ribbon Cutting Event

When:

Wednesday, December 12, 2007
11 a.m. – 12 p.m.

Where:

Kelly Services
1121 SW Military Dr., Suite 106
San Antonio, TX 78221
210.922.1193
5863@kellyservices.com

Food and beverages will be provided.

Sponsored by South San Antonio Chamber of Commerce

Save the Date!

**The San Antonio ARMA Chapter announces their
2008 Educational Seminar...**

February 21-22, 2008

**Two education tracks available – Basic/Intermediate
and Advanced**

***Mark it on your calendar – Let everyone in your office
know! More information will be coming soon!***