

*Collaboration...people working together  
to solve the puzzle*

ARMA International  
San Antonio Chapter

# Collaborator

February 2008

The San Antonio Chapter of ARMA International  
proudly presents its  
2008 Educational Seminar Series:

## Putting It Together

February 21-22, 2008

Embassy Suites

7750 Briaridge

San Antonio, TX 78230

Members & Non-members Welcome

Two-Day or One-Day Registration

Lunches & Breaks Included

For complete [details and registration information](http://www.armasanantonio.org) visit the  
web site at:

<http://www.armasanantonio.org>



**Message from the President**  
**[Ben Cantu](#)**  
President  
ARMA San Antonio Chapter

My fellow San Antonio ARMA International and Chapter members,

Last week, our Newsletter Editor Joe Randle was hospitalized due to a heart attack. But look at him, now he's putting together this newsletter. He thanked everyone last week for your words of encouragement and support, and stated that his illness would not stop the completion of this newsletter.

Joe, on behalf of the board of directors and ARMA San Antonio chapter members, we are thankful for your commitment and dedication. It's members like you that make me proud to be your leader and belong to our chapter.

I encourage everyone to attend our upcoming seminar "Putting It Together". We have great speakers to teach us the latest trends in our profession. We also have a basic track for those who want to "put it together" and learn the Who's, What's, Where's and Why's of records management.

Attending our local once a year chapter seminar will bring value to you and your corporation:

- Learn from experts and not by a bad experience
- Network with local and other ARMA chapters
- No time wasted at airports
- You get to sleep in your own bed
- No travel expenses/reports eliminated
- Lunch and breaks included

In closing, good luck to everyone from our chapter who are preparing for the CRM exam this month. I am guessing that you are glad the test is electronic; no more lead to dread.

Ben Cantu  
President



**CRM Corner**  
[Jenny N. Barker, CRM](#)

The San Antonio Chapter of ARMA has several dedicated members who will sit for parts of the Certified Records Manager Examination during the week of February 4-8, 2008. Those taking Parts 1-5 will know that day if they passed. Those taking Part 6 will not know for several months. I wish everyone taking the exam a calm body and an active mind with total recall!

Starting Tuesday, February 12th, the San Antonio Chapter of ARMA CRM Study Group will start a new part. We will focus on this part until the next exam is given in 3 months. Our tentative plans are to focus on Part 3 Records Systems, Storage, and Retrieval. This may change based on the test results of one of our members. The first meeting will be a practice test of 70 questions to give us an idea of our weaknesses in the chosen part. We will assign study areas based on the ICRM Outline that evening. Every person in the study group is expected to research their assigned area, provide handouts for the group if unable to attend, attend the majority of the meetings, and participate. Non-participation will result in being asked to sit out the remainder of that part.

You do not have to be an ICRM Candidate to join the study group. You must have a desire to learn and a willingness to share your knowledge with others.

If you are interested in becoming a CRM (Certified Records Manager), please contact me for more information on the Study Group, qualification, exams, changes undertaken by the ICRM, and any other questions you might have. E-mailing me at [BarkerCRM@cs.com](mailto:BarkerCRM@cs.com) is the easiest way to reach me!

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**Getting to Know You**

Ashley McKay, Records Compliance Specialist  
by DeBe Wantzloeben, CRM

Ashley McKay has been with Valero Energy's Record Services Department since April 2007; first as a contractor, now as a permanent staff member. Her primary focus is on records classification and taxonomy development, legal retention research and business relations. One of her favorite activities in her new job is working with employees at Valero's many locations. A real highlight has been a trip to Valero's Canadian refinery and the Montreal Headquarters to introduce the Valero Records Program. During her trip, she had the opportunity to get to know the Records team better, share a beer with her senior executive management and travel on the corporate jet. Wow!

Prior to coming to Valero, Ashley's career was primarily as a librarian. She discovered, however, a few years ago that to continue in her field here in San Antonio was going to be very difficult as there were few job opportunities. That's when she began to consider the records management profession. This was not the first time she had "considered" records management. While at the University of

Texas, she had, in fact, attended a records management class taught by Dr. Susan Cisco, CRM, FAI. Upon graduation, Susan had even tried to talk Ashley into going into records management, but she was set on being a librarian. So here she was again “considering” records management. Her first step (remember she’s a librarian) was to do her research. She learned about the ARMA professional association, that there was a Chapter in San Antonio and immediately joined ARMA. She walked into her first ARMA meeting “cold” and met Ben Cantu at the door. He immediately made her feel at home and got her networking with other members. Jenny Barker, CRM, hired Ashley to do archival work on one of her consulting jobs. When the job concluded, Valero hired her as a contractor. And the rest is history...

Ashley has been married to Trevor for 2 years. She has two cats, Kitka and Skittles, and a dog, Murphy. She has no children; see above. She enjoys fashion sewing (as opposed to home décor sewing), antique rose gardening and, because this is her first home, she spends a lot of time doing interior decorating.

Ashley’s Truth and Lie:

She has stood at the equator and the Artic circle. (Not at once!)  
She knows how to juggle.

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**Society of American Archivists**  
**Holding Beginning Workshop on Archives Processing in San Antonio**  
**Thursday, March 13, 2008 – Friday, March 14, 2008**  
**Understanding Archives: An Introduction to Principles and Practices**

Although we have much in common with librarians... records managers, and museum staff archivists must use different practices to protect the integrity of historical records. A strong archives program puts into practice long-standing archival principles. 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>



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

A special thanks for January's  
Care Bear donations go to:

Theresa Biaua  
Debra Hyman  
Charlotte Norton  
Elaine Moreland  
Carla Engelhe



The Student Council Officers at [Roan Forest Elementary](#) helped prepare teddy bears for donation to the San Antonio Police Department's Family Violence Unit. Roan Forest students donated over 200 stuffed bears in a ten day period



Battered Women's Shelter  
Thanks You!

Cindy Casey  
Mary Castillo  
Dora Martinez  
Chris Jacobs

For your very generous donations!

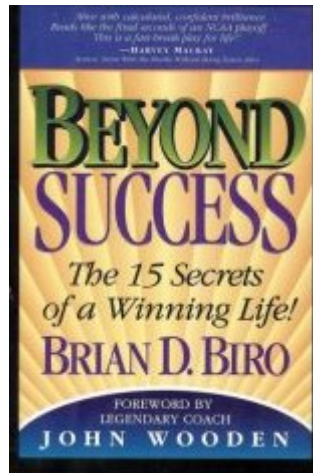


Battered Women & Children Shelter Everyday Needs

Bottle Brushes  
Diapers 4,5,6  
Pull Ups  
Conditioner  
Hair Brushes

Baby Shampoo  
Baby Lotion  
Shower Gel/Soap  
Body Lotion  
Toothpaste

Baby Bath  
Twin Sheets/Blankets  
Shampoo  
Deodorant



While attending the recent ARMA Holiday Collaboration... Jenny, Eugenia, and I were reminiscing about our attendance at the ARMA Southwest Region Leadership Conference in El Paso, July 15, 2000. This was my first outing as the newsletter editor and also my first regional leadership conference.

DeBe wrote the “President’s Message” for the September 2000 edition of the newsletter, which introduced her presidency, the delivery of the newsletter electronically instead of on paper, and myself as the newsletter editor. DeBe’s message cited “[o]ur experience began with Brian Biro, a renowned team-building lecturer and author, who inspired us to break through our own private barriers and limitations to achieve success beyond our expectations....”

The culmination of the event was an exercise called the “[Breakthrough Experience](#)” where he taught the participants to break a one inch pine board with their bare hands, “karate style”.

At the beginning of the instructions, Brian asked if there were any people present who had martial arts training and thus already knew how it was done. I and about three other men raised their hands. Of course, at the time of that question, it had been about 20 years and at least as many pounds ago! Brian asked us to please refrain from providing any well-meaning “instruction” as this may confuse some of the participants. However, he did not need our help as he explained the principles very effectively and all participants succeeded in breaking the boards!

The group was very moved by the experience. DeBe proudly proclaimed “Beyond the Board” the chapter motto and Jenny and Eugenia tells me that they and several others still have their broken board as a souvenir, along with a copy of Brian’s book “Beyond Success”. While my board is long gone -- I still have the book.

Brian and I recently exchanged email and he has renewed his permission to quote from his book in our newsletter. We hope you will find these quotations insightful and inspirational. We’ll include [a link back to Brian’s web site](#) if you would like more information about this outstanding leader and coach.



**ARMA San Antonio Shred Day**  
**Saturday, April 19, 2008**  
**at all SACU branches**

The public is invited to bring up to 100 pounds per vehicle of personal paper documents for shredding, including unofficial tax preparation paper, credit card receipts, mail, and old bills.



**ARMA/SAPD SWING AND "BEAR" IT GOLF TOURNAMENT**  
**Monday, May 12, 2008**  
**Silverhorn Golf Club – 1:00 PM**



You may have heard of my recent hospitalization and I would like to thank all for the words of encouragement and support... and a special thank you for those who helped look after my dear Rose. Please be assured that I am quite well. The level of advancement in medical sciences is amazing. Where else can you have a heart attack on Sunday afternoon and be home in time for dinner on Wednesday. Joe & Rose Randle



**ARMA San Antonio 2007-2008  
Board of Directors**

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