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GBMC ARMA
 P.O. BOX 207
 Simpsonville, MD 21150

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GBMC/ARMA is not responsible for the opinions of writers of articles published in this newsletter.

Mark Your Calendar

MONDAY, March 2, 2009 MEETING

PLACE: Snyder's Willow Grove
 841 N. Hammonds Ferry Rd.
 Linthicum, Maryland 21090

TIME: 5:30 PM Registration & Networking
 6:00 PM Buffet Dinner

Salad, Scalloped Potatoes, Green Beans

AND

Fried Chicken, Baked Fish, Meat Lasagna

AND

Dessert

6:45 PM Announcements & Speaker
 (See pg. 2 for Additional Information)

COST: Members: \$30.00 Guests: \$35.00

RSVP: By **FRIDAY, FEBRUARY 27, 2009** to **Linda L. Staub**
 via phone: 443-539-0219, Evite, or email: lstaub@impaqint.com

***Please notify Linda for special dietary request**

DIRECTIONS: Take Exit 8 off of Baltimore Beltway (695)

NOTE: If you make a reservation for dinner and do not attend, you are responsible for payment to the Chapter.


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THIS MONTH'S SPEAKER:
BOB DICKERSON
“SHAREPOINT AS YOUR ECM SOLUTION”

This presentation will be cover the use of SharePoint as your Enterprise Content Management platform. I will outline the components of an ECM solution and show how SharePoint addresses them, including Document Management and Records Management.

Bob Dickerson is vice president of DocPoint Solutions, a new subsidiary of Quality Associates that focuses on providing top-notch services for clients wishing to fully harness the power and collaborative capabilities of Microsoft SharePoint.

In this role, Dickerson brings his extensive sales and business development experience in the document management industry to DocPoint Solutions. With a successful track record of nearly 20 years in regional and national sales positions with leading suppliers of imaging products and solutions, including value-added resellers (VARs), Dickerson is well-known and highly regarded in the field of document management.

Prior to joining Quality Associates, Dickerson was the National Sales Manager for Fujitsu Computer Products of America. At Fujitsu, Dickerson oversaw the entire eastern sales force and led the group to impressive and consistent year-over-year growth. Dickerson also played a pivotal role in establishing new channel reseller programs to further grow Fujitsu's footprint as a leading supplier of imaging products. In total, Dickerson spent over 10 years at Fujitsu.

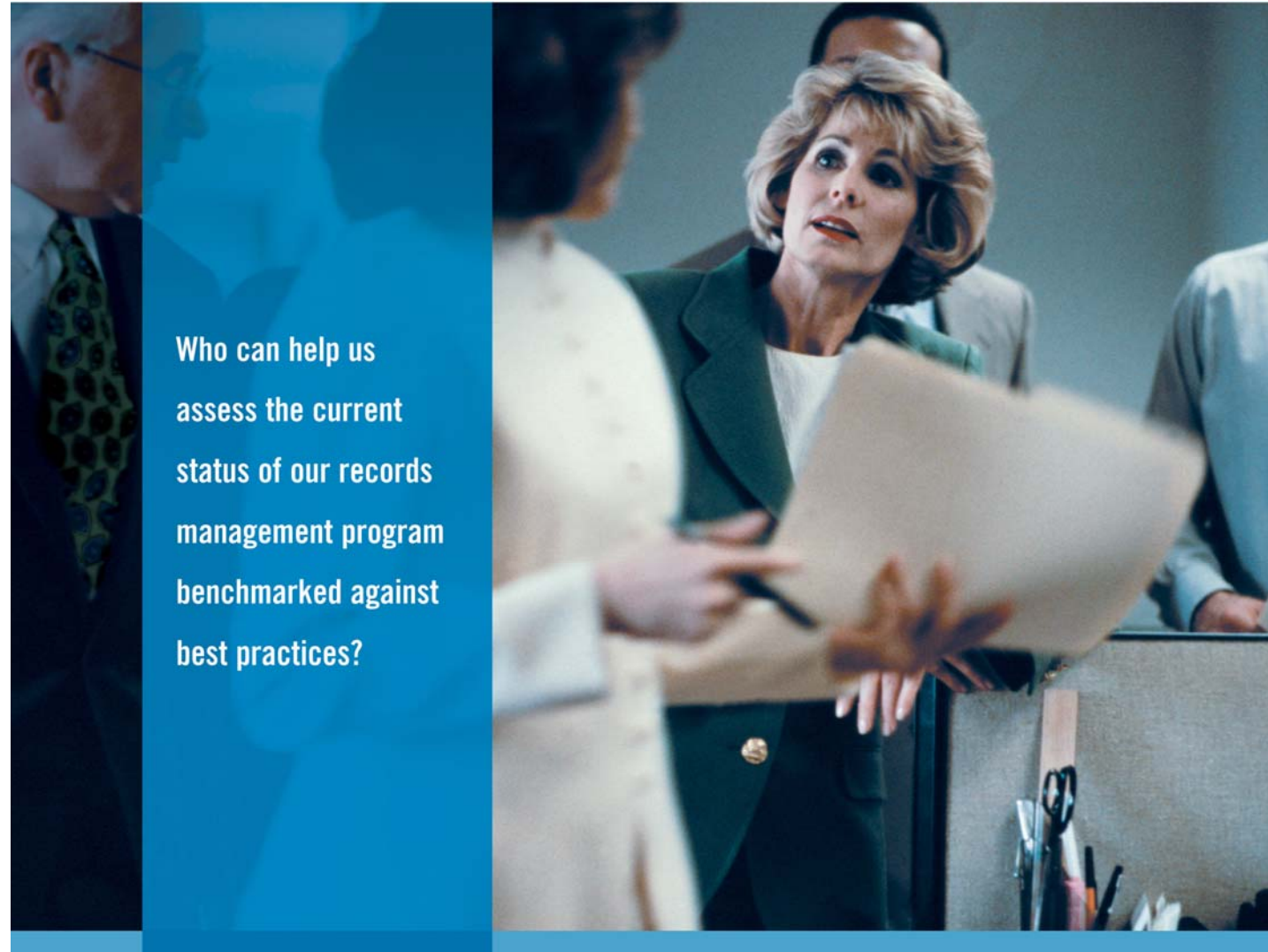
Before Fujitsu, Dickerson was in charge of federal sales at New Wave Technologies, where he started a new program designed to reach federal clientele. Dickerson also helped enact policies to grow the company's partner network and market share among commercial entities. Earlier, Dickerson served in senior level sales management positions at Cranel, Inc., a distributor in Columbus, Ohio and Value Added Distribution in Gaithersburg, Md.


GMBC 2008-2009 Upcoming Meeting Dates

Month	Date
March	2
April	6
May	4
June	1

GBMC/ARMA FEBRUARY 2ND Dinner Meeting Attendees:

Phil Albert, PK Albert Associates; Diane Anderson, Constellation Energy; Jim Blanchard, Secure Scanning Solutions; Henry Breton, Social Security Administration; Ed Buchanan, Montgomery County Government; Dave Dibattista, The Paige Company; Guido DiGiandomenico, Atlantic Data Records Mgt; Linda Dorsey, JHU-APL; Kevin Elmore, DLA Piper; Janet Fennema, DoD Information Services; Ron Jones, LaDorn Systems Corporation; Carl Klein, Courthouse Copy Service; Daniel Kovalsky, Constellation Energy; Margie Malloy, Kane Co.; Herb Malone, LaDorn Office Systems; Kathleen Moyers, Crown Central, LLC; Delores Peisinger, Hi-Tech Processing, Inc.; John Peisinger, Hi-Tech Processing, Inc; Michael Perez, Iron Mountain; Henry Persons, NCIS; Brenda Persons, Guest; Phyllis Pritchett, Howard County Government; Linda Staub, IMPAQ International, LLC; William Sulima, Constellation Energy; Ralph Tabler, Courthouse Copy Service; Rick Taylor, Montgomery County Government; Valecia Winston, ASRC EPA; Sophia Weinman, Speaker;



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From the Desk of the President...As I see it...

"Random Thoughts on Management in a Tough Economy"

By: Linda Dorsey

Have you ever listened to the weekly show "Inside the Records Room"? It's the only weekly talk-show dedicated to the promotion and education of Records Management. It is broadcast on air live through the link: www.insidetherecordroom.com every Tuesday from 8:00-9:00 PM. Ray Davis is the host. He is the Vice President of the Liberty Bell Chapter of ARMA based in Philadelphia, PA.

At any rate, when I received the reminder email about this week's broadcast, I discovered that Ray's quote of the week was: "It's not who you are that holds you back, it's who you think you're not". It all comes back to that "C" word Confidence !!! Whatta ya got ?????

This quote reminded me of a conversation I had with a dear friend recently. My friend was laid off in December and she recently called me and stated that the open positions in her field were all non-management positions. She was contemplating whether she should take a non-management position if one was offered. She asked me pointedly, "Do you think that if I work for a while as a non-manager, it will hurt me when I go job-hunting again for another management position"?

I told her that I did not think this would pose a problem. I know many people in the Baltimore -Washington area who go back and forth from management to non-management positions. She then asked, "Will people look at my resume and say that it appears that I have stayed at the same level for a long time, but now I have actually moved down a level." I told her that her experience alone should be enough to not cause any ill thoughts, especially given the fact that jobs are not plentiful during the current economic times. I don't think her job title or the duration will work against her. In fact, I told her that her last title would more likely work in her favor, especially if she could demonstrate any accomplishments she made under the title. I went on to explain to her that if she goes into a job ashamed that she "moved down a level," it will be apparent. I also told her to focus on the fact that her number one goal is to move forward in her career. If she keeps this in mind, I believe that she will do well.

While many have been affected by the state of our economy, there exists people who still think that they must measure up to their bragging friends and/or "Keep up with the Jones' ". I wanted to warn my friend that her biggest challenge should be to secure a job offer in her field, and not focus on the association with status that her new title might project. I believe her greatest difficulty is that she has been a manager for so long that she has lost touch with the portion of the workforce that is not apart of the management chain.

As a result of the exchange with my dear friend, I have decided to include in this month's issue a section devoted to job opportunities. It is my hope that this section will be of help to you and/or someone you know that may share in the experience of my friend.

For now, I encourage my friend, and those who are also facing the difficulty of these economic times, to simply remain tenacious and driven. Continue searching for new opportunities, and trust that ***the plans of the diligent lead surely to advantage.***



Codes & Enigmas

Tours & Networking Buffet at the National Cryptologic Museum

March 19th 5:30pm — 8:00pm

Come discover the connections between the Information Profession and the Intelligence Community at the Tours and Networking Buffet Event hosted at the Museum by the Maryland Chapter of the SLA. You'll get a chance to mingle with a diverse group of information professionals and librarians representing the broad spectrum of our profession while you nibble on hors d'oeuvres and learn about the heritage of cryptology, a hidden facet of our Nation's history.

- ◆ **Where::** [The National Cryptologic Museum](#), Ft. Meade, MD
- ◆ **Tickets::**
\$25.00 SLA members (rate is extended to members of: ALA, MLA, AALL, ASIST, AIIP, ARMA and Maryland Library Assoc.)
\$15.00 Students and retired SLA members
\$30.00 Non-members (guests are welcome!)
- ◆ **Payment Options::**
 Check made payable to "Maryland Chapter of SLA"
 PayPal (which includes the option to pay by credit card)
- ◆ **Self-service Receipts::**
 Copies of your completed registration and payment forms are your receipts. Please print as needed.

Registration closes Monday, March 16!

Additional information is available on the Maryland Chapter web site: <http://units.sla.org/chapter/cmd/cryptomuseum09.htm> or the Chapter Blog <http://sla-divisions.typepad.com/maryland/>

P.S. To register more than one person, you must complete this registration form for each person.

The evening is sponsored in part by these generous information industry companies:
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2009 Election Results: New Board Members Announced

John Frost, CRM, Chair of ARMA International's Election Management Committee, has announced the following results of the 2009 general election for four board positions: President Elect, Association Director, Canadian Director, and International Director.

President Elect (2009-10):

*Nicholas De Laurentis, 1072 votes
Judy Tyler, 821 votes

Association Director (2009-12):

*Samantha Lofton, 671 votes
William LeFevre, 494 votes
Brian Moriki, 437 votes
Karen Preston, 291 votes

Canadian Director (2009-12):

*Beverly Bishop, 1506 votes (elected by acclamation)

International Director (2009-12):

*Mike Marsh, 1526 votes (elected by acclamation)

This year, 1893 electronic ballots were cast for a total voter return of 15.53%, an increase from last year's participation of 13.12%. The election was conducted by Votenet Solutions, Inc.

Congratulations to ARMA International's four new board members and for their commitment to contribute to the profession and the association. Their terms will begin July 1.



JOB OPENINGS

◆ **Senior Records Manager**

TRAK Records and Library is currently recruiting for a Senior Records Manager position in the Washington Metropolitan area. We are searching for candidates that have a minimum of five years of records management experience. Candidate should also have experience implementing an electronic records management program. This is a full-time, direct-hire position. The salary for this position is very competitive and is based on years of experience. If you have this experience and would like more information, please contact us at 202-261-7200. You can also submit your resume to: resumes@trakrecordsandlibrary.com

◆ **Records Manager/Archivist**

To meet our ever-increasing workload, History Associates Incorporated (HAI) is seeking two experienced records managers/archivists with at least three years experience performing records management tasks.

HAI, an archival, records management, historical services firm located in Rockville, Maryland, operates nationwide. Clients include corporations, associations, non-profit organizations, and state, local, and federal governments. Our archivists/records managers perform a wide range of archival and records management activities with professional support and guidance from senior staff.

Job Responsibilities:

- Conduct records surveys and inventories of paper and electronic records for archives assessment and records management projects.
- Undertake records analysis, and develops and implements records schedules and file classification plans
- Perform research and prepares written and oral presentations and reports
- Responsible for effective utilization of funds
- Provide consultation and technical assistance to clients
- Conduct training sessions
- Perform related administrative duties

Required Qualifications:

- A master's degree in library science, or related discipline with degree concentration in archival studies or supplemented by archival courses, seminars, or practica;
- Broad experience in records management activities that may include records scheduling, file classification plans, imaging/digitization and records center operations;
- Minimum three years experience appraising, describing and scheduling records.
- Demonstrated ability to collect, organize, research, and interpret records and submit written descriptions of record groups and collections;
- Demonstrated experience in developing records schedules, and file classification plans
- Knowledge of, and an interest in, electronic records issues
- Demonstrated ability to multi-task, prioritize, schedule, and organize work
- Ability to work harmoniously and effectively with others, set goals, and prioritize work
- Ability to work independently and to exercise discretion, initiative, and judgment
- Excellent written and oral communication skills
- Familiarity with office productivity software suites and database software packages

Preferred Qualifications:

- Knowledge of the National Archives and Records Administration (NARA) records management procedures, guidelines, and standards.
- Familiarity with the General Records Schedules (GRS)
- Experience inventorying, assessing, and scheduling records at a federal agency

History Associates offers competitive salary with an excellent benefit package. Send resume, a records management work sample such as a records schedule or file plan, and names and phone numbers of three references to:

Doris Miles
History Associates Incorporated
300 N. Stonestreet Avenue
Rockville, MD 20850
FAX: 301/279-9224



ARMA

The South Carolina Chapters

South Carolina Annual State Seminar

The New RIM Professional

The four South Carolina ARMA chapters will be presenting the 2nd Annual State Seminar in March of 2009. Hold the date. See the links below to find more information regarding the three speakers.

Registration information will be sent later this month.

RIM (Records & Information Management) has moved from a back room operation to a vital business function. Hear the latest issues facing the profession.

Date: 03/18/2009

Time: 10:00 am—3:00 pm

For information contact:

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