



JUNE 2005

TIDAL WAVES

VOLUME 32, ISSUE 10

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2004-2005**

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*The Tidewater Chapter
of ARMA International
requests your presence...*

*Please join us on June 21, 2005 at
Hampton University Museum
to celebrate and reflect on a great
chapter year! There will be an
awards ceremony and we will be
installing new Board Members
for the coming year.*

*Festivities begin at 5:30 p.m.
Fellowship, food and fun!
Don't miss it!
We hope to see you there!*

See page 5 for complete details

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PRESIDENT'S MESSAGE...

Wow! Where has the year gone? It's almost over and it feels like we just started. By now most of us have learned more about identity theft, HIPAA regulations, how easy it is to retrieve a deleted file, how to respond to requests for information, what new technologies exist and how to protect our records and we have also discussed the "seven deadly sins of customer service". We've toured Iron Mountain and learned about the paper trail concerning the "weapons of mass destruction" in Iraq. But, in just a few weeks it will all just be fond memories.

I want to take this opportunity to thank all of you for your participation this year. We have had an exciting year, establishing new activities and publications in the chapter, updating many other projects already in place, and building a very active chapter. You have made serving as your President this year, a very pleasant experience. I want to personally thank each of you for supporting me as your substitute President this year. I very much enjoyed working with and getting to know my fellow chapter and board members. My experience this year makes me look forward to next year and the new experiences we will have together.

To those of you that submitted potential chapter logos I appreciate your creativity and hope we can find a way to utilize your skills within the chapter next year. To those who served on the various committees I thank each of you for the dedication you showed the ARMA Tidewater chapter. You are what the organization is all about and we couldn't function without you.

I hope next year we find our chapter has increased in number and has grown even more active. As we plan our annual meeting with the installation of officers and awards ceremony, I hope each of you will attend. It will be a special night of appreciation to each of you and support for our newly elected officers.

As we go our separate ways this summer I hope we find opportunities to relax and reflect on the previous year and as you think of new programs you would like to see or have new ideas about activities or projects you would like to see the chapter undertake, please drop a board member an email or give them a call. I'm sure the board will be meeting this summer to make plans not only for the program next year but also to make budget plans and project plans for next year.

Again I thank all of you for your support and participation this year and look forward to another active year come September. I'll see you on June 21.

~Michele



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TIDAL WAVES is published monthly from September through June by the Tidewater Chapter of ARMA International. Letters, comments, and articles from members are welcome!

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Authors' statement of fact or opinion are their own and do not necessarily express the official policy of ARMA International.

Contributions or gifts to the Association of Records Managers and Administrators, Inc. are not deductible as charitable contributions for U.S. Federal Income Tax purposes. However, they may be tax deductible as ordinary and necessary business expenses.



NOTICE: ADVERTISING RATES



The advertising rates for 2006-07, are now under review. Vendors please watch your email for updates and new contract information this summer. Thank you all for advertising through the Tidal Waves newsletter, we appreciate your support and have enjoyed building a rapport with you. We look forward to working with you again soon!

Any questions or comments please contact the newsletter editor—information above this paragraph.

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Because it's Web-based, everything you need to get involved and recruit new members is available online at www.arma.org/energize. This site is your link to program information and statistics. Simply enter your member number and password and you'll see how many people have joined and named you as their sponsor or recruiter. When you reach a prize level, it will tell you right there, and give you a link to your prize selection.

We know that ARMA members are the best at recruiting, and you'll be rewarded for your efforts this year with your very first recruit. There are all new prizes and prize levels this year, and you can see those at www.arma.org/energize.

It's all new, so get involved today, have fun, win great prizes, and encourage prospective members to Energize— Plug into the Source!
Visit www.arma.org/energize

Get your RIM Program Recognized!

The Iron Mountain/ARMA International Award for Excellence in Records and Information Management honors the best programs in records and information management. It is the only award that recognizes your contributions to program improvement or overall program excellence. Entries are confidential and reviewed by a panel of judges knowledgeable in the information management industry.

Entering is simple— you have already done all the hard work. Submit your entry for the Overall Program Excellence or Excellence in Program Innovation and Improvement category. Awards will be presented at the ARMA International 50th Annual Conference and Expo in Chicago September 18-21.

Take home the trophy. Take home the cash prize. Take home the pride in being recognized as a success story for your organization.

Entries are due June 27.

For more details, visit:

<http://www.arma.org/myarma/awards/index.cfm>

ARMA SPEAKS TO CIOs AND LEGAL COUNSELS ON ROLE OF RIM IN COMPLIANCE AND IT

Earlier this month, ARMA participated in the CIO Forum conducted by Richmond Events out of the United Kingdom. Approximately 450 CIO's, senior vice presidents, and managing directors in IT, and corporate and general counsels attended the CIO Forum.

ARMA was represented by Susan Avery, senior strategic advisor, on a panel discussion with Jeff Jinnett, an attorney and principal of Compliance Architect, and facilitated by Tom Groenfeldt, editor for *Windows on Financial Services*. The topic, "Compliance and IT, Streamlining and Condensing the Process to Essential Components," offered ARMA an opportunity to present the necessity of a solid records management program as a foundation for compliance efforts, and encourage the use of ISO 15489 in those efforts.

This even granted ARMA the opportunity to increase visibility for records and information management and the association among two of its key markets: IT management and legal counsels.

Article courtesy of InfoPro Online www.arma.org



**HANDS ACROSS THE WATER:
STRENGTHENING THE LINKS BETWEEN RIM AND
ARCHIVES GLOBALLY**

The challenge of managing electronic records, the changing nature of the international archival profession, and the relationship between records management and archival management were just a few of the topics of discussion when ARMA International leaders and International Council on Archives (ICA) leaders got together in Washington, D.C., in late April.

ARMA International President Dave McDermott, President-Elect Cheryl Pederson, Chairman Gisele Crawford, Association Directors Susan McKinney and John Phillips, and Executive Director/CEO Peter Hermann met with 26 members of ICA's executive board last month. ICA's board comprises national archivists from around the globe. It was a rare opportunity for the leaders of both organizations to interact and discuss issues of shared interest.

ARMA first became involved in ICA in 1996 and has been increasingly active as ICA has become more aware of the integral relationship between records management and archival management. ARMA's involvement in ICA has helped raise the visibility of the principles and profession of records management internationally, which is critical in this age of global business and government.

Article courtesy of InfoPro Online www.arma.org

June Meeting Information: Annual Installation & Awards

Join us for our June meeting to celebrate a fabulous 2005! There will be an awards ceremony, and we will also be installing our new Board of Directors for 2006. You won't want to miss this meeting!

When: JUNE 21, 2005

Place: Hampton University Museum

Time: 5:30 p.m.

Cost: Members-Free

Non-members- \$15



The Hampton University Museum is a unique institution and a national treasure. Located in Hampton, Virginia, in the heart of the historic Hampton University campus, the Museum is the oldest African American museum in the United States and one of the oldest museums in the state of Virginia.



The collections feature over 9,000 objects including African American fine arts, traditional African, Native American, Native Hawaiian, Pacific Island, and Asian art; and objects relating to the history of the

University. The Museum is housed in the Huntington Building, formerly the Huntington Memorial Library. In 1997, the University completed a \$5 million renovation of the structure in preparation for relocating the museum to the site.

The facility contains approximately 34,300 square feet, including 12,000 square feet of gallery space and a 1,123 square foot education center. Permanent and changing exhibitions are displayed in ten galleries.

~photo & information courtesy of www.hamptonu.edu



Directions

The Hampton University Museum is located off I-64; 35 minutes east of Williamsburg, 30 minutes west of Norfolk and 45 minutes west of Virginia Beach

To reach the Museum from the West, take exit #267 off I-64 East. Proceed straight through the light at the bottom of the ramp, crossing Settlers Landing Road. You are now on Tyler Street. Follow this street approximately 1/2 mile to the intersection of Tyler and west Queen Streets. At the stoplight turn left onto Cemetary Road. (This is a sharp left turn) Tell the Security Guard at the entrance that you are going to the museum. (They will also give you a pass and directions) Go one block and run right (just past the guard house). Go one more block and again turn right onto the traffic circle, Ogden Circle. The Museum is located in the Huntington Building, the first building on your right as you enter the circle. There are banners on the exterior of the museum as well. The museum's parking lot is in front of the building. Come to the Museum and enjoy your visit.

To reach the Museum from the East, take the exit #267 off I-64 West. At the bottom of the ramp, turn left onto Settlers Landing Road. Continue to the first stop light, at the intersection of Settlers Landing Road and Tyler Street. Turn left onto Tyler Street. Follow this street approximately 1/2 mile to the intersection of Tyler and West Queen Streets. At the stoplight turn left onto Cemetary Road. (This is a sharp left turn). Tell the Security Guard at the entrance that you are going to the museum (they will also give you a pass and directions). Go one block and turn right (just past the guard house). Go one more block and again turn right onto the traffic circle, Ogden Circle. There are banners on the exterior of the museum as well. The Museum's parking lot is in front of the building and the first turn Right as you enter Ogden Circle. Come to the Museum and enjoy your visit.

MENU

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-Shrimp w/Alfredo sauce

Baked Potato Bar w/ all toppings
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Crab Imperial

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Mini Éclairs
Mini Cream Puffs
Brownies

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- Forms Processing

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- Network Installation
- Network Maintenance

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TIDEWATER CHAPTER ASSOCIATION OF RECORDS MANAGERS
AND ADMINISTRATORS MINUTES OF REGULAR MEETING:
APRIL 19, 2005

The regular monthly meeting of the Tidewater Chapter of ARMA was held on April 19, 2005 at Iron Mountain, Inc., 4555 Progress Road, Norfolk, Virginia. The business portion of the meeting was called to order at 7:55 p.m. by President Michele Trader.

Chapter members present were Darlene Barber, CRM; Shirley Blackwell; Anna Call; Jane Clevinger; Cindi Jimenez; Angela Mitchell; Johnsie Spruiel and Michele Trader.

Special guest for the evening was Ralph McCormack of Iron Mountain.

President Trader welcomed the members with a special welcome to Jane Clevinger as a new member and Shirley Blackwell as a returning member. She also extended the Chapter's appreciation to Ralph McCormack and Shirley Blackwell for a tour of the Iron Mountain facility and for hosting our meeting.

OLD BUSINESS

Minutes. The President asked if there were any corrections to the March 15, 2005 minutes as reported in the April issue of the Chapter's newsletter. Hearing none, the minutes were approved as written in the newsletter.

Treasurer's Report. The President asked if there were any questions or comments concerning the corrected December 2004, January 2005, and February 2005 Treasurer's reports as reported in the April newsletter. Hearing none the Treasurer's reports will be filed for audit.

Logo Contest. The President distributed samples of two proposed logos and called for a vote. Angela Mitchell moved to adopt the second logo as seen on the attached. Johnsie Spruiel seconded the motion, and it carried. The logo depicts a simple wave in blue and white with "ARMA Tidewater Chapter Est. 1972" underneath.

Officer Ballots. President Trader stated that all ballots must be submitted to Betty Stewart by May 20.

RIMM Activities. The President read Proclamations from James City County and Virginia Beach and thanked all those who supported or developed RIMM activities this year. The librarian will keep the proclamations. She also stated we had four submissions for the Word Find contest and the winner was Brenda Grow. She wins a certificate good for one regular meeting attendance during the next year. We received two nominations for RIMM Professional of the Year and Virginia A. Jones, CRM was unanimously selected as the recipient.

Seminar Update. Vice President Mitchell stated that we currently have 49 people registered. She showed the lanyard that Iron Mountain has provided for our use. She asked that everyone let her know if they will have prizes for raffles or door prizes. Also, let her know if they have any information that should go into the packets.

NEW BUSINESS

Board Business. President Trader reported that it was decided by the Board that in the future we will require contracts to be signed by the speakers.

President Trader also reported that the Board has adopted language to be used in e-mails and other correspondence that relate to costs, giving the addressee an opportunity to "opt out" of receiving such communication.

Announcements. She stated that the newsletter deadline is April 22, 2005. Our next meeting will be the Spring Seminar on May 17. the final meeting of the year will be on June 21, at Hampton University Museum. She also reported that Ginny Jones is back to work part time.

Ralph McCormack won the 50-50 raffle. He donated the \$31 to the Scholarship fund.

The meeting adjourned at 8:20 p.m.



TIDEWATER CHAPTER ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS
MINUTES OF BOARD MEETING: **APRIL 14, 2005**

A meeting of the Board of Directors of the Tidewater Chapter of ARMA International was held on April 14, 2005, at Lion-Heart Records Management, Newport News, Virginia. The meeting was called to order by President Michele Trader at 5:30 p.m.

The following Board members were present: Michele Trader, President; Angela Mitchell, Vice President; Cindi Jimenez, Treasurer; Anna Call, Secretary; Darlene Barber, CRM, Past President

Also present were members who are working with the Board on matters relating to the upcoming seminar. They are Todd Byrum, Tom Hesse, Lois Ritger, and Johnsie Spruiel.

President Trader opened the meeting with a call for any corrections to the January 11, 2005 Board minutes, as published in the February issue of *Tidal Waves*. Hearing no corrections the minutes were approved as written in the newsletter.

Old Business. The President informed the Board that the Richmond Chapter is very appreciative of our sponsorship for the Region Leadership Meeting scheduled for June 9- 11, 2005. Our Chapter has budgeted money for two people to attend. President Trader asked if anyone had an interest in going. If Not, Vice President Mitchell will attend along with the President.

President Trader brought the OPT-OUT issue before the Board for deciding on the language to be used in our future communications. The new FCC regulation requires opt-out language in all communications that relate to costs, such as advertising or solicitation of new members. The Board decided to adopt the following language to be inserted in the subject line of the Chapter's communications. "The Tidewater Chapter of ARMA International complying with guidelines set by the Federal Communications Commission now offers you the opportunity to OPT-OUT of future communications of this type. If you would like to opt-out of further advertisements or solicitations of this manner from the ARMA Tidewater Chapter, please compose an email with the subject heading 'Request to Opt-Out' to : armatidewater@yahoo.com or send a request to opt-out and include your email address to {current President and address}." Darlene Barber moved to approve the language; Angela Mitchell seconded, and the motion carried. This information will be included in the Standing Rules for future reference.

The President stated that two nominations for one person were received for Records Professional of the Year. The President proposed that the name of the recipient be announced at the next meeting and the award be presented at the annual meeting. Angela Mitchell so moved, Darlene Barber seconded the motion, and it carried.

Michele talked about membership recruitment. We have three new members for a total of 32. If we get a certain percentage increase, the Chapter will receive a free membership that we can use next year.

President Trader called for any new business. There being none, she turned the meeting over to Vice President Mitchell for discussions and actions regarding the upcoming seminar. See separate minutes of the Seminar Committee.

TIDEWATER CHAPTER ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS
MINUTES OF SEMINAR COMMITTEE: **APRIL 14, 2005**

A meeting of the Seminar Committee, in conjunction with the Board of Directors meeting, of the Tidewater Chapter of ARMA International was held on April 14, 2005, at Lion-Heart Records Management, Newport News, Virginia.

The following were present:

Angela Mitchell, Vice President and Chairman of Seminar Committee; Michele Trader, President; Cindi Jimenez, Treasurer; Anna Call, Secretary; Darlene Barber, Past President; Todd Byrum, participant in seminar planning; Tom Hesse, participant in seminar planning; Lois Ritger, participant in seminar planning; Johnsie Spruiel, member of Seminar Committee

Chairman Mitchell reported that both seminar speakers will be driving. Matt Shoaf will be coming from West Virginia. The mileage cost allowed by Federal Government is 40.5 cents per mile. The cost will be over \$300 plus hotel costs, which will be \$65 per night plus tax. The second speaker, Wilnet Brown has asked for a set fee of \$585.

After discussion, it was decided that Angie would block five rooms at Ramada Inn 1776 for use by others, if needed.

The Chairman stated that she had concerns about the lack of speaker contracts. The matter was discussed and Michele Trader moved to require contracts starting next year. Cindi Jimenez seconded the motion, and it carried.

The Chairman asked if there was a need to send out reminders. Michele stated that she was planning to send reminders and make calls to the membership if time permits.

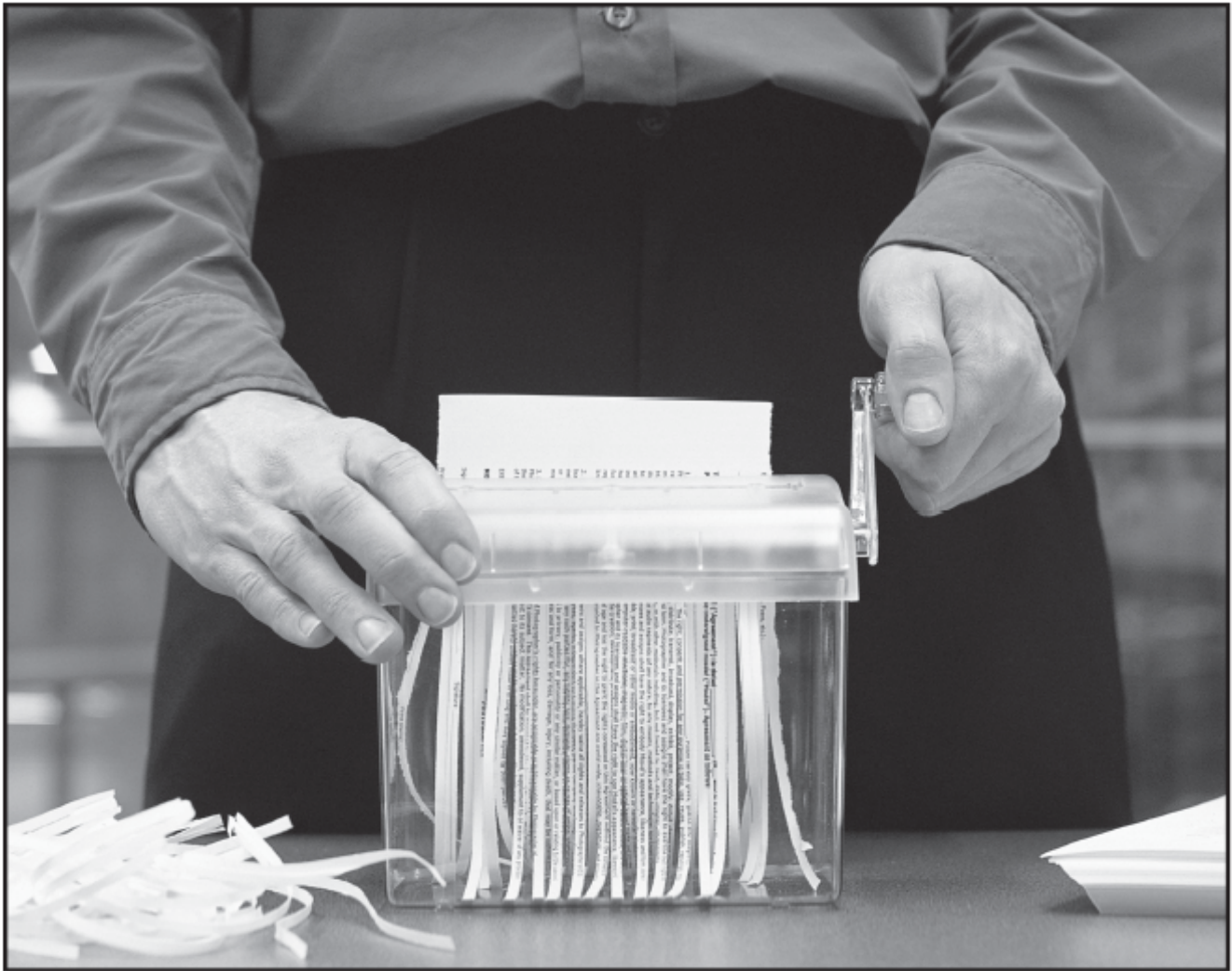
Todd Byrum reported that there is a total of 10 vendors that will be exhibiting. He stated that this was the number we wanted and they are diverse. Six of them are members.

Tom Hesse reported there are two vendors that were disappointed that they were not included in the contacts. Tom has worked with them and they will now be participating as sponsors. Shred-It will be supporting one of the refreshment breaks, will display a banner and perhaps a sign for the tables. The other vendor, Iron Mountain will provide lanyards for name tags.

The Chairman showed a sample of the registration packets and there was discussion about items to place in them. Michele moved to include the two new brochures from ARMA International in the packets. Angie seconded the motion and it carried. Angie and Michele will work on other items to go in the packets.

Discussion was held about the placement of the registration desk, the membership and history information table and raffle information. Each exhibitor is to provide a gift of approximately \$25 value. Other details for the day of the seminar were discussed.

The meeting adjourned at 7:20 p.m.



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A Special THANK YOU

To Those Members And Businesses That Supported Our Seminar This Year.

*(**This may not be a complete list. If anyone is accidentally excluded, we apologize and appreciate your contribution as well.)*

Additional area Business and Chapter Members who donated items for the raffle & door prizes:

- | | | |
|----------------------------------|--|---------------------------------|
| Applebee's | Cyndi Jimenez | SPSA Shred |
| Appropriate Technologies | Virginia Jones | Starbucks |
| Cleo Badgett | Lia Sophia | Steak & Ale |
| Darlene Barber | Lion-Heart Records Management Services, Inc. | Texas Steakhouse & Saloon |
| Birdland Music | Angie Mitchell | Michele Trader |
| Butler Paper Recycling, Inc. | NMS Imaging | Williamsburg/James City Schools |
| Anna Call | Northrop Grumman | |
| City of Newport News | Olive Garden | |
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| Brenda Grow | Red Lobster | |
| Iron Mountain Records Management | Richmond Commercial Services | |

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Members that served on the Seminar Committee:

- | | |
|-----------------------|-----------------|
| Angie Mitchell, Chair | Johnsie Spruiel |
| Darlene Barber | Michele Trader |
| Todd Byrum | |
| Anna Call | |
| Jane Clevinger | |
| Millie Cognetti | |
| Lois Dalton-Ritger | |
| Thomas Hesse | |
| Cindy Jimenez | |

None of this would have been possible without your efforts! Thank You!

NYART SEEKS SURVEY PARTICIPANTS REGARDING RECORDS RELATED TO 9/11 WORLD TRADE CENTER ATTACKS

The Archivists Round Table of Metropolitan New York Inc. (NYART) is conducting a detailed survey of records related to the World Trade Center attacks of September 11th, 2001. The survey will compile a registry of institutions with information about the attacks, responses of those affected and their stories of recovery.

NYART is calling on individuals and organizations creating or storing any records or artifacts related to the World Trade Center attacks, including files, reports, letters, interviews, or any related information, to participate in this 10-minute survey. The survey can be completed online at www.nycarchivists.org/surveyintro.html or can be received via e-mail or fax by contacting NYART at wtcproject@yaholl.com or at 201.656.0809.

NYART will ensure that the documents and stories of this even survive for the future by collecting all survey responses into a database. Portions of the database will be available upon completion to researchers. The grant for this project was made possible by New York State's Documentary Heritage Program (DHP) and is a continued collaborative effort begun by the World Trade Center Documentation Task Force (DTF). Surveys are kept confidential at the request of the respondent.

NYART (www.nycarchivists.org) is a not-for-profit organization representing a diverse group of more than 330 archivists, librarians, and records managers in the New York metropolitan area.

Plan Now to Attend ARMA's 50th Annual Conference & Expo

Help ARMA International celebrate its 50th anniversary September 18-21 in Chicago. This year's annual conference and expo will feature an abundance of educational sessions combined with stellar festivities in honor of the occasion.

Start the week off right with you choice of four pre-conference program tracks: 1. Electronic records management, 2. RIM in the legal environment, 3. Fundamentals of RIM, and 4. RIM in healthcare.

The main conference program will include more than 80 sessions on a wide range of topics in four tracks: 1. Electronic Records Management; 2. The Business of RIM; 3. Legal, Regulatory & Compliance; and 4. Career Development.

On the Expo floor, more than 200 of the leading information industry vendors will be on hand displaying the latest and greatest technology and RIM solutions.

Full details; including secure online registration will be available after May 1 at <http://www.arma.org/conference>.

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Tidewater Chapter Members,

It has been another great year! I just want to thank everyone for being so supportive of *Letter* the newsletter this year. I have enjoyed communicating with each one of you and I am thrilled that we have so many e-mail recipients! Thank you for all of your contributions *From* and compliments and suggestions! I value all the input and feedback that I receive about the newsletter. I hope that everyone has a wonderful summer and I look forward to another *The* enjoyable year in 2006! And as always, if you have any questions or concerns, please feel free to e-mail me. (contact info is on page 2). Next year I hope to incorporate many new things into *Editor* the newsletter and please if you have any ideas, or if there is something specific you would like to



see- let me or the board know! I welcome new ideas. Thanks again!

~Audrey Kay

**Tidewater Chapter, ARMA International
Treasurer's Activity Report
April 1– April 30, 2005**

-Checking Account-

Account Balance as of April 1, 2005:	\$12,466.86
<u>Receipts:</u>	
Escrow	60.00
April Meeting	70.00
Reimbursement Dec.	11.32
Seminar Registration	1,110.00
Interest	<u>1.05</u>
Total Receipts:	\$ 1,252.37
<u>Disbursements:</u>	
April Meeting	33.28
Supplies	98.35
Postage	68.32
Seminar Supplies	450.59
Misc-Chapter History	<u>70.00</u>
Total Disbursements:	\$ 720.54
Account Balance as of April 30, 2005:	\$12,998.69

-Savings Account-

Account Balance as of April 1, 2005:	\$ 3,747.92
<u>Receipts:</u>	
March raffle	62.00
Account Balances as of April 30, 2005:	\$16,808.61

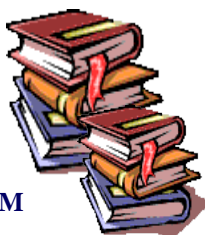
Prepared for: Chapter Newsletter
Prepared By: Cynthia S. Jimenez May 16, 2005

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Items available include: electronic discovery, electronic records management system integration, information management compliance and ARMA Career Link Resume Database & Job Search.

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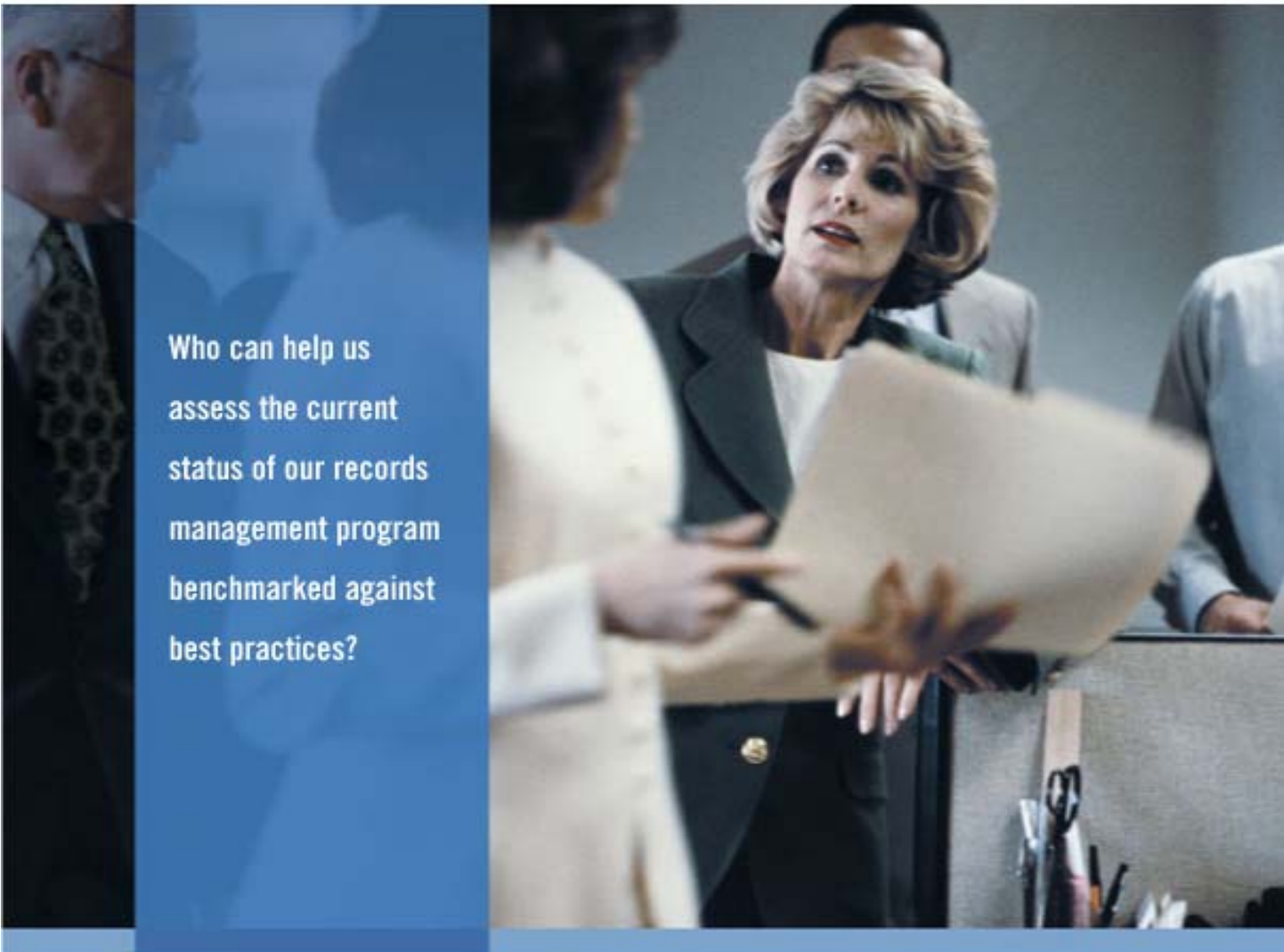


Questions regarding application fees should be addressed to
The Tidewater Chapter Treasurer:
Cindi Jimenez-Britt (757) 427-4123

Questions regarding membership and member application should be to the Membership Committee Chairman:
Lois Dalton Ritger (757) 427-8908

Individuals seeking membership in the Tidewater Chapter and ARMA International should mail applications to:
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Members: Chapter Board, Johnsie Spruiel, Program Committee

Vendor Participation: Tom Hesse, Todd Byrum
**Volunteers Needed*

Library: Tom Hesse

EDUCATION:
Darlene Barber, CRM, Chair
Members: Donna Cooke and Betty Stewart

MEMBERSHIP: Lois Dalton-Ritger, Chair
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HISTORIAN: Darlene Barber, CRM

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CRM EXAMINATION SCHEDULE

SPRING 2005

Original Applications due January 1, 2005
 Supplemental Applications due March 1, 2005
 Examination Dates—May 5-6, 2005

SPRING 2006

Original Applications due January 1, 2006
 Supplemental Applications due March 1, 2006
 Examination Dates—May 4-5, 2006

FALL 2005

Original Applications due July 1, 2005
 Supplemental Applications due September 1, 2005
 Examination Dates—November 3-4, 2005

FALL 2006

Original Applications due July 1, 2006
 Supplemental Applications due September 1, 2006
 Examination Dates—November 2-3, 2006

TIDEWATER CHAPTER ICRM ASSISTANCE:

Virginia A. Jones, CRM
 Newport News Waterworks
 757-926-1063


TIDEWATER AREA CRM EXAM PROCTOR:

Virginia A. Jones, CRM
 Newport News Waterworks
 757-926-1063

Note: Original applications are those submitted for the first time for review of credentials. Supplementary applications are those submitted in order to take additional parts of the exam, subsequent to approval of the original application.

ARMA TIDEWATER CHAPTER

2004-2005 MEETING YEAR

SEPTEMBER 21 Life After HIPAA <i>DeLargy's Bistro, Hampton</i>	OCTOBER 19 Identity Theft <i>DeLargy's Bistro, Hampton</i>	NOVEMBER 16 Joint Meeting with Richmond ARMA/AIIM <i>Ramada Inn 1776, Williamsburg</i>
DECEMBER 14 Holiday Party! <i>Lion Heart Records Management</i>	JANUARY 18 Bosses' Appreciation Night! <i>DeLargy's Bistro, Hampton</i>	FEBRUARY 15 Network Security <i>Uncle Louie's, Norfolk</i>
MARCH 15 Film Night <i>Uncle Louie's, Norfolk</i>	APRIL 19 Facility Tour: Iron Mountain <i>Norfolk</i>	MAY 17 Spring Seminar <i>Ramada Inn 1776, Williamsburg</i>
JUNE 21 Awards and Installation of Officers <i>Hampton University Museum</i>	JULY SUMMER RECESS 	AUGUST SUMMER RECESS 