

SEMINAR SCHEDULE

7:00 – 7:55 am	Registration, Vendor Fair & Continental Breakfast
8:00 – 8:30 am	Welcome & Introductions
8:30 – 10:00 am	Session 1: Developing New Capabilities, Leveraging Existing Competencies
10:00 – 10:30 am	Break & Vendor Fair
10:30 – 11:30 am	Session 2: RIM issues for Private versus Public and Educational Sectors
11:30 – 1:00 pm	Lunch & Vendor Fair
1:00 – 2:45 pm	Session 3: How well does your RIM program measure up?
2:45 – 3:15 pm	Break
3:15 – 4:00 pm	Session 4: Joint Debrief with speakers
4:00 – 4:30 pm	Closing Remarks



Parking

The Fluno Center parking lot, located under the building, opens at 7:00 am. Enter the lot from Frances Street. The attendant will have a list of all ARMA Madison Spring Seminar registrants so please provide your name and event at the entrance.

Accommodations

If you require overnight accommodations, please call the Fluno Center directly at 877-77FLUNO or 608-441-7117

REGISTRATION

Registration includes the full day of sessions, continental breakfast, lunch, vendor fair, on-site parking and seminar handouts. To reserve your spot, register by April 22, 2009.

Please submit complete information on the form below to register



Mail (by Wednesday, April 22, 2009)

Mail your reservation, with payment (payable to ARMA Madison) to the address below.

Diane Vultaggio
ARMA Madison Chapter
P.O. BOX 8863
Madison, WI 53708



Telephone (register and arrange to forward payment)

Call Diane Vultaggio at: (608) 266-5578



E-mail (register and arrange to forward payment)

Send E-Mail to Diane Vultaggio at:
diane.vultaggio@etf.state.wi.us



Online Registration

ARMA Madison now offers online registration and PayPal service as a payment option. Go to our web site to register online.

<http://www.armamadison.org/seminar/registration/>

Registration Fee

<input type="checkbox"/> ARMA Member	\$125
<input type="checkbox"/> Non-Member	\$150
<input type="checkbox"/> Full-time student	\$50
<input type="checkbox"/> 3 or more from same company/agency	\$100 per person
<input type="checkbox"/> New Member	\$275

(Event plus \$175 annual ARMA membership fee, and a free 1 year ARMA Madison membership.)

(Please submit one form per person.)

Name: Last, First _____ Company or Organization _____

Title _____ Division/Dept. _____ Area Code/Phone Number _____

Mailing Address _____ E-mail Address (confirmation will be sent, if provided) _____

Check here to indicate permission for ARMA Madison to share your information with other attendees or vendors.

Federal Tax ID 48-0993529



The Information Management Professionals

MOVING

AT THE SPEED OF RIM



Records and Information Management (RIM), like many other disciplines, has experienced the impact of rapid changes in technology, increasing sources and types of information, and escalating legal pressures over the past decade. It's like moving at the speed of light and watching the stars zoom by. How then, as RIM professionals, can we keep our skills, expertise and capabilities up to speed?

The good news is that there are competency and capability models for individuals and for organizations to guide us as we try to keep pace with the challenging demands all around us. The

2009 Madison ARMA Chapter SPRING SEMINAR, to be held on April 29th at the Fluno Center, will feature these models to assess and strengthen our RIM programs. Seminar speakers are Patrick Cunningham, Director of Information Management, Collection & Preservation for Motorola, Inc., and Penny Quirk, Director of Records & Information Optimization (RIO) at Robbins-Goia.

The morning session will feature an overview of the ARMA RIM core competencies framework designed to help individuals chart their development path within the profession. The afternoon session will provide a RIM capability model for organizations that can help to evaluate the strengths and weaknesses of lifecycle information management controls and build a roadmap for improvement. Given today's budget pressures this can be a challenging task.

The 2009 Madison ARMA Seminar will feature content, exhibitions and networking opportunities to help RIM professionals assess themselves and their programs with the goal of making participants and their organizations stronger technically, able to mitigate legal pressures and prepare us for whatever the future of RIM holds.

2009
ARMA
Spring Seminar

One Day Seminar
April 29, 2009

Fluno Center
Madison, WI

This Seminar has
been pre-approved
for 5 hours of
ICRM Certification
Maintenance
Program
(CMP) credit.

WHO SHOULD ATTEND:

RECORDS OFFICERS AND RECORDS MANAGERS ♦ INFORMATION TECHNOLOGY MANAGERS ♦ RISK AND COMPLIANCE MANAGERS
♦ ARCHIVISTS ♦ DATA ADMINISTRATORS ♦ INFORMATION ARCHITECTS, DEVELOPERS AND STORAGE PROFESSIONALS ♦ STUDENTS
♦ LIBRARY SCIENTISTS AND RESEARCHERS ♦ LEGAL EXPERTS ♦ BUSINESS ANALYSTS ♦ ECM TECHNOLOGY VENDORS AND USERS

To take full advantage of the experience and the Fluno Center's total immersion multi-media environment, participants are strongly encouraged to attend the seminar with one or more of their cross functional colleagues. We offer rich networking and educational opportunities for professionals and students from many disciplines including technology development, records management, archival and library science, e-government, e-commerce, and information and document management.

Seminar Co-sponsored by: Wisconsin Public Records Board (PRB) and UW-Madison School of Library & Information Studies (SLIS)

SEMINAR FACILITATORS

PATRICK J. CUNNINGHAM, CRM



Is Director of Information Management, Collection & Preservation for Motorola, Inc. His team' is responsible for global records management, IT data privacy, and litigation and investigation support.

Prior to joining Motorola in June 2007, Pat worked in the field of records and information management in various management, strategy, and consulting roles for Hewitt Associates, Whittman-Hart, Household International, the Archdiocese of Chicago, and the Illinois State Archives.

Pat has served on the Boards of ARMA International and the ARMA International Educational Foundation. He is a respected speaker and writer on topics in Information and Records Management. His article Web 2.0: Issues and Risks" (part of a larger article, "A Walk in the Cloud") was recently published in the January/February 2009 of ARMA's Information Management Journal.

Pat holds a Bachelor of Arts degree in History from Quincy University and a Master of Arts degree in Public History from Loyola University of Chicago. Pat received his designation as a Certified Records Manager in July of 1992.

Pat is a life-long resident of the Chicago area, and resides in Brookfield, IL with his wife and two daughters.

PENNY QUIRK



Is the Director of Records & Information Optimization (RIO) at Robbins-Goia where she is responsible for RIM services and offerings for commercial and government entities. She has over 25 years experience in the field and has successfully implemented programs for micrographics, physical and electronic records, vital records, historical records, litigation support, and RIM audits.

Since 1999, Penny has expanded her expertise to include Information Technology as well as Corporate Compliance components toward the development of a comprehensive Records and Information (RIM) Program. In order to incorporate all these components, Penny uses a combination of process and workflow methodologies, customized for the client's needs and industry. These methods include change management programs to ensure successful adopters and continuous improvement.

Penny is a recognized presenter, trainer and author of numerous RIM presentations and published articles. She holds a MBA in Business Administration along with extensive certifications in numerous fields. A long time member of ARMA International, Penny has held office at the international and chapter levels. Other professional organization membership includes ISACA (Information Systems Audit and Control Association), and AIIM (the ECM Association).

VENDOR FAIR

ARMA-Madison invites you to promote your RIM product and service solutions, at our 2009 Spring Seminar.

For booth and sponsorship opportunities, please contact Priscilla Jarona at (920) 210-1443 or email her at: pjconsultsvcs@sbcglobal.net



RIM PROFESSIONAL

DEVELOPING NEW CAPABILITIES, LEVERAGING EXISTING COMPETENCIES



The first session will utilize the ARMA International Records and Information Management (RIM) Competencies to delineate key areas of focus for practitioners in the 21st century. While this presentation will highlight emerging technologies, the emphasis will be on enabling RIM practitioners to leverage the core skills and knowledge of their profession to help to bring improved control and performance to their organizations. This session will enable practitioners to:

- Identify areas of competency that are keys to professional growth,
- Identify emerging trends in the RIM profession;
- Identify and leverage core records management competencies that can be adapted to meet new challenges in managing the lifecycle of records and information systems.

Participants will receive a bound copy of the ARMA Core Competency Framework publication.

The second morning session will discuss key differences and similarities regarding RIM issues for the private, public and educational sectors. While RIM professionals share many of the same concerns and require many of the same competencies, practitioners in the various sectors may face different business drivers and priorities and therefore focus on diverse areas. This session will enable practitioners to:

- Understand the similarities in areas of practice between sectors,
- Identify key areas of focus in each sector,
- Examine the potential impacts of new technologies and how to address these impacts by leveraging existing approaches to records and information management.

HOW WELL DOES YOUR RIM PROGRAM MEASURE UP?

As professionals charged with managing the lifecycle of the business records of our respective organizations, we are often so close to the process that we don't see where change, enhancements or missing pieces of the program may reside.

This session provides a method for determining a RIM program's current capabilities and identifying what actions are necessary to mature the program to the desired level. When building a holistic RIM program, it is critical to consider all departments, functional groups and business activities and to strategically align them with the overall business vision. Participants will:

- Gain an understanding of a five-level capability maturity model, and
- Analyze the resources, skill sets and business area commitment necessary to bring their program to the desired maturity level.

In addition to the RIM program maturity evaluation, the afternoon program will feature a discussion on how to bring about organizational Change Management. In many instances change management takes the form of training --from the executive level to the knowledge worker throughout the various maturity levels. To ensure training is internalized and to bring about positive change it must support the four different learning styles in addition to generational thought process. Attendees will receive tools and checklists to ensure their training programs include these valuable elements for success.

