



# Central Kansas *Sun*

APRIL 2007

VOLUME 2, ISSUE 2

## Feature Article

### Earth Day Reflections: How to Improve the Environment Around and Within Your Workplace with Streamlined Processing

By Sylvia Feldman, Optical Image Technology, Inc.



In celebration of Earth Day, we often try to implement lifestyle changes that lessen our ecological footprint and our consumption of resources. For the adventurous among us, this might involve conversion from fossil fuels to biodiesel, implementing a geothermal system, or installing solar panels. For most of us, the day inspires thoughts of less grandiose and less ambitious activities—gardening, composting, using canvas shopping bags and cloth napkins, and switching to compact fluorescent bulbs.

Honoring Earth Day in the workplace is not nearly as straightforward. Environmental activism might involve energy star partnership, implementation of recycling bins, Fair Trade coffee purchases, or carpooling. However, if we think beyond the obvious measures, we can significantly impact the environment for the better merely by making our processes more efficient. This often means a reduction of paper, toner, and other consumables used in the workplace. The net result is a win-win situation for both our businesses and our planet.

#### The foundation: electronic document management

Electronic document management (EDM) is a fundamental component of paper reduction in the workplace. Unfortunately, many companies make the mistake of thinking that EDM consists solely of document imaging and electronic storage. Nothing could be further from the truth. Although simple electronic storage helps organizations to find information faster, it provides very few options for improving organizational efficiency. In most cases, it is little more than an electronic facsimile of a filing cabinet. While electronic storage may help you take steps to reduce wasted consumables in the office, there remains potential to do far more.

[More...](#)

*"When one tugs at a single thing in nature, he finds it attached to the rest of the world."  
-John Muir*

*Happy Earth Day!  
April 22, 2007*

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[www.arma-ck.org](http://www.arma-ck.org)



## Calendar of Events

### April – RIM Month

Check out ARMA's RIM promotional page to give you ideas as to how to promote your program.

<http://www.arma.org/rim/promotion/index.cfm>



### Sun., April 22, 2007

Earth Day

[PDF Version of our Feature \(Earth Day\) Article](#)

### Tues., May 8, 2007

Central Kansas Chapter Meeting

11:00am – 1:00pm – Crestview Country Club, Wichita

Topic: ARMA-CK Annual Meeting AND

**What Can SharePoint 2007 Do For You?**

Presented by Lonnie Mueller, [Horizons Consulting, Inc.](#)

**11:00am-11:15am Registration**

**11:00am-11:45am Lunch**

**11:45am-12:15pm Annual Meeting/Chapter Business:**

As a chapter member, exercise your right to vote for your 2007-2008 board!

**12:15pm-1:00pm Program:**

The SharePoint 2007 presentation will prepare you to have a better understanding on why and how SharePoint can be used to present business data, collaborate, maintain records & documents and provide a secure useable platform for solutions.

Outline:

- Microsoft Office SharePoint Server 2007 Overview
- Examples of solutions based on Office SharePoint Server 2007 Common MOSS platform advantages
- Business Planning for Applications Collaboration & Office Integration
- Understanding SharePoint Security Advantages & Policies
- Business Planning for Document and Records Management
- Maintaining Content with Records Management & Storage
- Records Management Reporting Tools

**REGISTER TODAY!**

[Register for meeting and pay via cash/check](#)

[Register for meeting and pay via credit card/PayPal](#)

## *Calendar, cont...*

### **Wed., May 16, 2007**

#### Greater Kansas City ARMA Spring Seminar (full-day seminar)

Three Sessions: "RIM Program Basic Training: Building a Compliant Records Management Program"; "Legal & Compliance Challenges in Records and Information Management"; and "Doing Battle the Nice Way: Negotiating an E-Communications Policy." Presenter: Randolph Kahn

[Greater Kansas City Meeting Registration](#)

### **August, 2007**

Look for announcements on exciting and informative meetings, events and seminars for the upcoming ARMA-CK chapter year.

### **October 7-10, 2007**

#### ARMA International Conference & Expo

Baltimore, MD

## **Membership Information**

<b>Membership Options</b>	<b>Annual Fee</b>
Central Kansas Chapter and ARMA International	\$185
ARMA International Only	\$150
ARMA-CK Student Membership	\$10

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Join on-line through ARMA International!

<http://www.arma.org/join/apply.cfm>

If you are already an ARMA member and want to join the chapter prior to your annual renewal, please contact our director of Membership, Debby Hull 316-266-6303 for pro-rated membership rates.

# Treasurer's Report



*Central Kansas Chapter Treasurer's Report  
Submitted by Debbie Stovall, Treasurer  
March 31, 2007*

Balance as of 02/28/07                   \$     4,720.34

## INCOME:

Memberships	\$	70.00
Interest		14.33
Seminars/Meetings		1,852.71
Scholarship Fund		--
Spring Seminar Sponsorships		--
Other Revenues		--
Total Income	\$	<u>1,937.04</u>

## EXPENSES:

Legal/Incorp Fees	\$	--
Paypal Fees		63.84
PO Box Fee		--
Printing & Postage		--
Supplies		80.64
Seminars/Meetings		1,487.13
Web Hosting		--
Other		--
Total Expenses	\$	<u>1,631.61</u>

Balance as of 03/31/07                   \$     5,025.77

## Advertising Rates

The Central Kansas Chapter of ARMA International has excellent advertising opportunities, the chart below outlines the pricing structure. To advertise in the newsletter or for more information, please email [Jaclyn McCaleb](mailto:Jaclyn.McCaleb), or call 316.268.7927.

Full Page (Platinum)	\$250
1/2 Page (Gold)	\$150
1/4 Page (Silver)	\$100
Credit Card Size (Bronze)	\$50

[Unsubscribe](#)

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