



Central Kansas *Sun*

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Feature Article

Celebrate RIM Month in April!

By Laurie Carpenter, CRM



April is Records & Information Management Month! Each year ARMA International sponsors RIM Month as a way to promote RIM in your organization. This year's theme is "Better Business Demands Better Records & Information". Taking this "built-in" opportunity to raise the awareness in your organization can take many forms. Events can be small or large, you can do things on a grand scale, or just put on one event.

There are so many different kinds of things you can do during RIM Month. You can host basic RIM training, partner with IT to do a presentation on how to cleanup recycle bins or internet cache, or partner with legal do a presentation on careful communications. You could plan your annual cleanup day for April. You could have a tour of the records area and serve homemade brownies or lunch. You could have contests, games or quizzes with prizes. Flyers strategically placed in the coffee area or bulletin boards are an easy way to share information about records management in a subtle way. During April, you could send out links to news articles regarding records and information management, or send out tips as to what types of business documents should be shredded. For government agencies, RIM month can be a good excuse to have an official do a proclamation.

Check out ARMA International's RIM resources page for the 2007 RIM Month logo and other tools to help you promote your program during April and all year round!

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

*"An optimist is the human personification of spring."
-Susan J. Bissonette*

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[Bryan Quilty](#),
President
316.210.0583

[Jim Mullen](#),
Vice President
316.526.0069

[Peggy Nikkel](#),
Secretary
620.662.6769 ext.
214

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Treasurer
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[Laurie Carpenter](#),
Webmaster
316.828.8584

[Debby Hull](#),
Membership
316.266.6303

[Jaclyn McCaleb](#),
Newsletter
316.268.7927

[Paul Black](#),
Program
Information
316.630.0440

Central Kansas
Chapter, ARMA
International

PO Box 1397
Wichita, KS
67201-1397

Visit us on the web!

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Calendar of Events

Tues., March 13, 2007

Central Kansas Spring Seminar

Approx. 8:00am – 5:00pm – Crestview Country Club, Wichita

[View Seminar Brochure](#)

[View Session Descriptions & Speaker Bios](#)

Join ARMA-CK for our full-day spring seminar! There will be a variety of speakers presenting on a range of topics including building a RIM program, litigation hold policies, email management, career advancement, identity theft, marketing your RIM program and a hot topics forum. Attendees will be entered to win the fabulous door prize, an iPod Shuffle!

The keynote presentation will be presented by Kevin O'Connor on the Dennis Rader case and records management.

REGISTER TODAY!

[Register for meeting and pay via cash/check](#) **Deadline 03/02/07**

[Register for meeting and pay via credit card/PayPal](#) **Deadline 03/08/07**

May 8, 2007

Chapter Meeting

Stay tuned for details on our May chapter meeting.

Membership Information

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



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
February 28, 2007*

Balance as of 1/31/07 \$ 2,406.51

INCOME:

Memberships	\$	70.00
Interest		--
Seminars/Meetings		1,572.29
Scholarship Fund		--
Spring Seminar Sponsorships		800.00
Other Revenues		--
Total Income	\$	<u>2,442.29</u>

EXPENSES:

Legal/Incorp Fees	\$	(20.00)
Paypal Fees		16.16
PO Box Fee		--
Printing & Postage		107.30
Seminars/Meetings		--
Web Hosting		--
Other		25.00
Total Expenses	\$	<u>128.46</u>

Balance as of 2/28/07 \$ 4,720.34

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, or call 316.268.7927.

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

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