



## DIGEST

### Greater Seattle Chapter of ARMA International

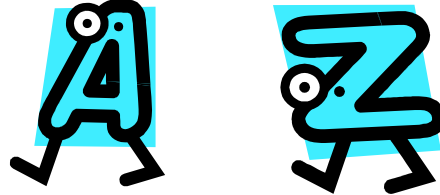
**August 15, 2-4 p.m.** (1:45 p.m. registration)

Topic: Writing Effectively

Location: NARA, 6125 Sand Point Way NE, Seattle, WA

Speaker: Jon Osterberg, PEMCO

Cost: FREE; 30 participants only!



In "Writing Effectively," you'll learn tips for how to improve business writing. The secret is to boost reader comprehension, and you can do that by breaking old habits and learning to write clearly and concisely. How?

- Adopt the "active" writing style
- Shorten word and sentence length
- Avoid redundancy and jargon
- Choose strong, specific verbs

To Register: Include your name, company and email address to:

<mailto:registration@armaseattle.org> by August 13, 2008. Registered early!

### **Transitional Board Meeting, July 14**

On July 14, the 2007-2008 board and the 2008-2009 board came together at Foster Pepper in downtown Seattle to have a transitional board meeting. Two board members will be remaining in their positions from last year: Andrew SanAgustin as Treasurer and Kirsten Zielke as Secretary. Two new board members are: John Littler as Vice President and Meaghan Kahlo as Membership Director. The final three board members who have served previously but just in different roles are: Andrea Bettger as President, Dean Koga as Director of Programs, and Susan Priebe as Past President.

Some highlights from the transitional meeting that everybody should look forward to:

- Privacy Information Protection Day in October
- Joint meeting with Bellevue in November
- Tri-chapter Joint Seminar in late April

If you would like to assist with the PIP Day in October or the Joint Seminar in April, please send an email to Andrea Bettger at [andrea.bettger@seattle.gov](mailto:andrea.bettger@seattle.gov).

### **Special Thanks**

I want to thank Roger Winters for his several years of volunteering for the Greater Seattle Board, as well as Tim Westhoff and Nancy Yarges for serving on the board.

***You will be missed!***  
***Thank you for all your work!***

## **ARMA's Core Competencies**

If you have not heard about ARMA's Core Competencies, please take a few minutes to review the information on the ARMA website at: <http://www.arma.org/competencies/index.cfm>

The Core Competencies can assist you in finding out what your strengths are and where you need more development. This can assist your career advancement in records and information management. Check out ARMA International's RIM Core Competencies and the easy-to-use RIM Self-Assessment at [www.arma.org/competencies](http://www.arma.org/competencies).

There are four levels and six domains of knowledge:

- Business functions
- RIM Practices
- Risk Management
- Communications and marketing
- Information Technology
- Leadership

After the self assessment is completed, the Gap Analysis report identifies the resources available to help you strengthen your knowledge and skills. I recommend everyone taking the time to take this self assessment.

## **Mark your Calendars! First ARMA Chapter meeting**

Thursday, September 11, will be our first 2008-2009 chapter meeting. It will be held at the Best Western Executive Inn (200 Taylor Ave) from 4:30 to 6:30 p.m. This will be a cocktail hour with program at 5:30 p.m. Dean Koga, Director of Programs is still working on the program details, but we will be having a Sharepoint topic. There will be more information coming soon including event price. Sue Gunderson is working with Best Western to create a great cocktail and appetizer hour for our chapter.



## **Web Seminars**

Have you attended one of ARMA International's Web Seminars? If you have not attended one, check out the upcoming topics:

- [Digital Signatures: A Survivor's Epic Tale](#), facilitated by Wayne Hoff, August 4 -12
- [Litigation Hold Best Practices: How to Implement an Effective Workflow Process](#), facilitated by Erika Boggs, August 18 – 26

As an ARMA member, all you need to do is register and then on the date and time of the Web Seminar log in and listen. This is a great way to learn very specific issues or topics that relate to your job. Have you missed a recent Web Seminar? As an ARMA member, all you need to do is log-in and select the Web Seminar. You can listen and learn at your desk!

***A benefit of your ARMA membership!***

## **Greater Seattle Blog**

The Greater Seattle Blog will be changing. Now, all Greater Seattle members can post articles, comments, and important tidbits to the blog. Within the next week look for an invitation from blogger.com to join the Greater Seattle Blog. I hope you will join the Weblog! (Items inappropriate will be removed by the Blog administrator.) <http://seattlearma.blogspot.com/>