

RECORD

Fall 2013

The newsletter of the Virginia Association of Government Archives & Records Administrators

President's Letter

Greetings fellow VAGARA members:



It's hard to believe but fall is already here upon us and the Executive Board has been extremely busy preparing for the 29th Annual VAGARA Conference, Records Management: From Afterthought to Mission Critical". We have moved back to the Tidewater area this year, taking advantage of all that Norfolk has to offer.

Early registration ends September 30, with late registration continuing until October 18, so be sure to act fast. There are still rooms left at the Sheraton Norfolk Waterside, our conference hotel. Check out the VAGARA website for all of your registration needs.

Our Conference co-chairs Maralee Weeks and Nancy Tyler have selected a great venue in the Sheraton. The hotel offers great views of the Elizabeth River and is in close proximity to many wonderful restaurants. For those of you arriving early or staying over after the conference, there are several sight-seeing opportunities in Norfolk as well as great shopping, with the upscale MacArthur Center only a few blocks from the hotel.

(Continued on page 2)

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If you have any questions/problems with your conference registration or hotel reservations please feel free to contact Esther Grace or myself.

Our Program Chair, Angie Diggs along with other members of the Board, have put together an exciting program for this year's conference. A copy of the program has been included in the newsletter for your convenience. Each year during our conference, we conduct our annual business meeting; as per our By-Laws, the newsletter also contains the minutes from last year's annual business meeting for your review. We have one very important piece of business to conduct at this year's meeting. The current Executive Boards term will end at the close of the calendar year; therefore a new slate of officers is being submitted to membership for review. All VAGARA members in good standing will have the opportunity to vote on the proposed slate at this year's annual business meeting.

As busy as the Executive Board has been on this year's conference, work has already started on next year's event. I refer to it as an event because that is exactly what it will be, a milestone for VAGARA; our 30th Annual Conference! We have already selected the venue for next year and will be announcing the location during this year's conference. Start making plans now because I am sure it will be an event to remember.

Don't forget to keep watching the website for any last minute conference updates. I look forward to seeing everyone in Norfolk this year.




Calling all VAGARA Members – We need your help!

Our Historian, along with members of the Executive Board, has been working diligently to update our association's history, focusing mainly on the years 2001 – 2011. We would love to have any conference related pictures that you could share with us from that time frame. It would also be great if you have any special memories or humorous stories that you would be willing to pass along. If you would like to submit anything, please pass it along to our Historian, Marilyn Johnson at the conference. If you're unable to attend this year's conference, you can email any information to Marilyn at mjohnson@co.kinggeorge.state.va.us.

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29th Annual VAGARA Conference

Program

Tuesday, October 29, 2013

3:30 – 4:30 p.m.	Early Registration	<i>Lobby Alcove</i>
8:00 – 10:00 p.m.	President's Reception	<i>Riverwalk Room (1st Floor)</i>

Wednesday, October 30, 2013

7:30 a.m. - Noon	Registration	<i>Grand Promenade (3rd Floor)</i>
7:30 – 8:45 a.m.	Breakfast Buffet	<i>Riverwalk Room (1st Floor)</i>
8:15 – 8:45 a.m.	Exhibits Open	<i>Stratford Hall (3rd Floor)</i>
8:45 – 9:00 a.m.	Welcome - President	<i>York Hall (3rd Floor)</i>
9:00 – 10:30 a.m.	Keynote Address	<i>York Hall (3rd Floor)</i>
	An Unchanging Mission in Challenging Times: The Library of Congress' Experience <i>Robert Dizard, Jr., Deputy Librarian of Congress</i>	
	A presentation of current challenges and opportunities facing the Library of Congress, emphasizing in social media, technology, and resources.	
10:30 – 11:00 a.m.	Exhibitor/Refreshment Break	<i>Stratford Hall (3rd Floor)</i>
11:00 – 12:30 p.m.	General Session	<i>York Hall (3rd Floor)</i>
	From Afterthought to Mission Critical: Lessons Learned <i>Mark Rocco, Vice-President of Document Recovery Services and Government Contracting, BMS CAT and the Blackmon Mooring Group</i>	
	The BMS companies respond to large commercial and institutional disasters around the world including acts of terror, hurricanes, flooding, tsunamis, fires, and earthquakes. They have recently been retained for the recovery of luggage and personal effects from Flight OZ 214, which crashed while landing in San Francisco on July 6, 2013. Mr. Rocco will address lessons learned by schools, government entities, and others from the two recent hurricanes that devastated the Northeast.	
12:30 – 1:30 p.m.	Lunch & Networking	<i>Riverwalk Room (1st Floor)</i>
1:30 – 3:00 p.m.	General Session	<i>York Hall (3rd Floor)</i>
	SHAREPOINT – SharePoint 2010, 2013, and Office 365 <i>Mack Sigman, Public Sector SharePoint Practice Lead, CSC and Federal SharePoint User</i>	
	What's all the buzz about SharePoint and how is it impacting your life? What's in store for business applications and what part will Sharepoint play in records management in the years to come? Mack Sigman will debunk some of the myths about SharePoint and open your eyes to exciting possibilities.	

29th Annual VAGARA Conference

Program Continued

Wednesday, October 30, 2013

- 3:00 – 3:45 p.m. **Concurrent Sessions**
- Session A: What's New and Why Do I Need It?** *Claremont (4th Floor)*
Take an indepth look at the latest technologies and practices in records management.
- Session B: VAGARA Annual Business Meeting** *York Hall (3rd Floor)*
Annual meeting for VAGARA members to include election of officers for 2014-15 and status reports on activities and finances.
- 3:30 – 4:00 p.m. **Exhibitor/Refreshment Break** *Stratford Hall (3rd Floor)*
- 4:00 – 5:00 p.m. **Laught & Learn: The Mayberry Method I** *York Hall (3rd Floor)*
Don't Barney Fife Your Way Through Life
Rik Roberts, Comedy-Music-Good Clean Fun

~Dinner on Your Own – Local Recommendations~

WALKING DISTANCE from Sheraton

- Trilogy – <http://www.trilogynorfolk.com>
219 Bistro – <http://www.219bistro.com>
Bodego (tapas style) – <http://www.bodegaongranby.com>
456 Fish – <http://www.456fish.com>
Byrd & Baldwin Bros. Steakhouse (fine dining) – <http://www.byrdbaldwin.com>
Tokyo Fresh (Sushi, Thai, and Chinese – delicious if you like Asian food!) –
<http://www.tokyofreshbistro.com>
Tood Jurich's Bistro – <https://www.toddjurichsbistro.com>

DRIVE TO THESE, but they aren't far

- Mermaid Winery (Virginia's first urban winery. Good menu, good wine!) –
<http://www.mermaidwinery.com>
A.W. Shucks (Delicious seafood AND some of the best burgers in town!) –
<http://www.yelp.com/biz/a-w-shucks-raw-bar-and-grill-norfolk>
No Frill Grill – <http://www.nofrillgrill.com>

29th Annual VAGARA Conference

Program Continued

Thursday, October 31, 2013

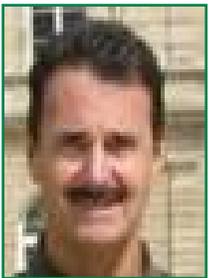
7:30 – 8:45 a.m.	Breakfast Buffet	<i>Riverwalk Room(1st Floor)</i>
8:15 – 9:00 a.m.	Exhibits Open	<i>Stratford Hall (3rd Floor)</i>
9:00 – 9:30 a.m.	Laugh & Learn: It's Funny Now	<i>York Hall (3rd Floor)</i>
	Don't Barney Fife Your Way Through Life <i>Rik Roberts, Comedy-Music-Good Clean Fun</i>	
9:30 – 9:45 a.m.	VAGARA Awards Program	<i>York Hall (3rd Floor)</i>
9:45 – 10:30 a.m.	General Session	<i>York Hall (3rd Floor)</i>
	From the Basement to the Board Room <i>Alan Hillburg, Hillburg and Associates</i>	
	<p>With little doubt, many have observed that records management is trying to migrate from being a records-keeping role to being valued as an essential management asset. This journey is an "achievement of identity." Functionally, they are right...but do you really feel more respected, more valued? Or, do you still sometimes feel that to everyone else in your organization you, as a records manager, are perceived as men and women who don't really work in offices...but rather toil deep in the bowels of your institution? Our session will give you and your colleagues an identity branding map. A map that will reshape how you are valued in your institution and community. Learn how to use the interrelationship between brand, trust and decision-making to build a 21st century communications bridge to the rest of your organization. In the end, you and your team will never see yourselves the same again. More importantly, your colleagues will value you in a profoundly new light...one of respect, relevance and a driver of business intelligence.</p>	
10:30 – 11:00 a.m.	Exhibitor/Refreshment Break	<i>Stratford Hall (3rd Floor)</i>
11:00 – 11:45 a.m.	General Session Continues	<i>York Hall (3rd Floor)</i>
	From the Basement to the Board Room <i>Alan Hillburg, Hillburg and Associates</i>	
11:45 – 12:00 p.m.	Closing Remarks	<i>York Hall (3rd Floor)</i>
	<i>VAGARA Raffle Drawings</i>	

29th Annual VAGARA Conference

Speaker Bios



Robert Dizard Jr. is Deputy Librarian of Congress. Mr. Dizard previously served as Chief of Staff, reporting directly to the Librarian of Congress and serving on the Library's Executive Committee. In addition to Library-wide program and management responsibilities, he was responsible for the Office of Communications; the Congressional Relations Office; the Development Office; the Office of the Chief Financial Officer; the Office of the General Counsel; and the Office of Special Events and Public Programs. Mr. Dizard graduated from the State University of New York at Albany with a bachelor's degree in economics and political science. He received a master's degree in international affairs from Columbia University. Prior to joining the Library, he served for eight years as chief of staff to his hometown Congressman, Guy V. Molinari of New York.



Mark Rocco is Vice President of Document Recovery Services for BMS CAT and Blackmon Mooring Companies. Mark's experience on major disasters and losses covers the spectrum, hospitals, schools, government facilities, hotels, commercial office buildings, industrial plants and airline crashes. Mark is experienced in major fire/water losses as well as earthquake damage. Mark has managed major property damage and document recovery projects worldwide, including being one of the first to arrive in New York following the World Trade Center attacks. BMS CAT recovered valuable historic documents from the sub-basement levels of the World Trade Center. Mark's philosophy to serve his clients is "To Exceed the Customers' Expectations"!



Mack Sigman has 30 years experience in the information technology arena, including considerable expertise in Portal design, information architecture and knowledge management. He is a Microsoft Certified Systems Engineer specializing in SharePoint and Information Worker collaborative solutions based on the .NET Framework. A retired Naval Officer (retired at the rank of Commander), he is currently the Senior SharePoint Architect / SharePoint Practice Lead for CSC's Federal Consulting practice. Mack is chairman of the Federal and DoD SharePoint Users Group/Women in SharePoint DC and was recently named to the top 50 most influential people in SharePoint.



Alan Hilburg, president and CEO of Hilburg Associates, is one of the world's leading senior advisors to law firms, corporate general counsels and boards of directors for his expertise in crisis mitigation, litigation communications and related institutional and personal brand issues. He has been one of the most sought-after strategic counselors in the most complex, high-risk civil and criminal legal contacts had helped legal teams achieve success in what is often perceived as impossible situations. Later in his career, he has been internationally recognized as a brand experience and organizational relationship consultant. Hilburg gives more than 25 speeches annually globally on branding.

29th Annual VAGARA Conference

Speaker Bios Continued



Rik Roberts was born in Lexington KY and started his comedy career in Columbus OH while working a day job at Simon & Schuster Publishing. Beginning in 1997, Rik started headlining at America's top comedy clubs. Nearly 10 years later Rik has become a favorite at The Improv, The Punchline, Funny Bone, The Stardome, Zanies, and others. It was this background that led to his current career of corporate entertaining. His dedication to "clean" comedy earned him an episode on the Emmy award winning "Bananas Family Comedy" show. His blend of stand-up and music will have you rolling, and you may just learn a thing or two along the way.



Alternate Speaker: Angela Ward-Costello, Senior Advisor of Business Development and Media/Public Relations, Clean Air Action Corporation

A: Branding and Communicating your RIM Program
B: Social Media

For more than 24 years, Angela Ward-Costello has worked in Communication strategy, media production and creative services around the world. She has assisted corporations and humanitarian projects with brand development and impact strategies. She has produced award-winning television programs that include more than 120 programs that have and continue to air in more than 200 countries and 60 languages.

Angela is owner and founder of the Angela Costello Group, a think tank of exceptionally gifted people from across the country and around the world. Together, they develop creative cost effective media solutions, presentations, special events and dynamic programming. "The sky is not the limit, it's a great place to start" is the company mantra. She recently completed an Aerial HD filming of Poquoson with the Discovery, Planet Earth technology. "Its amazing what you can afford and accomplish with the right strategy. Relationships, connectedness and the ability to not assume things are impossible are incredible door openers."

Angela is a Poquoson High School, Virginia Wesleyan and Harvard Business School Alumni and an Ordained Chaplin. She has served as consortium member for Harvard Business School, Harvard Law School and MIT. She has traveled, organized and produced programs around the world, traveling more than a million miles in her career thus far including extensive foreign Asian business studies with Harvard Business School in Japan. She is currently a part of the Harvard Business School US Competiveness Project, which is attempting to identify ways to increase the opportunities available to the youth of America.

She has won more than 45 National and International awards in the last 15 years as a Producer/Creator, Writer, Director and Composer including two Animation Oscar nominations known as "Annie's." In 2008, Angela was Inside Business "Women in Business" Award recipient and in 2009 VWC's most Distinguished Alumnus. In 2012, her video production presentation to Standard & Poor assisted in saving a local city 2.8 million dollars as their city bond rating was improved with the imparted vision of their success and resources as a community.

VAGARA

28th Annual Business Meeting

Minutes

October 17, 2012 at 4:30 p.m.
Hotel Roanoke & Conference Center
ROANOKE, VIRGINIA

I. CALL TO ORDER

President, Chris Koch, called the meeting to order at 4:26 p.m. He asked for a show of hands of members in order to establish a quorum. A quorum was established. (There are 147 paid members 15 members were needed to be present to establish the quorum.)

II. APPROVAL OF THE 27TH ANNUAL BUSINESS MEETING MINUTES

A motion was made by Georgia McQuigg to accept the minutes, seconded by Alondo McClees. The minutes were approved as presented.

III. TREASURER'S REPORT

Alondo McClees, Treasurer, presented a financial summary. The balance in the checking account on January 1, 2012 was \$11,820.57. Current checking account balance is \$26,537.39. \$170.11 from the CD was transferred to the checking account this year. The current CD balance is \$15,016.30. A report will be filled for audit. Alonso also indicated the 2011 audit was completed February 12, 2012 and all account records were complete and correct.

IV. COMMITTEE REPORTS

a) Membership

Chris Koch provided a member report as membership chairman, Lois Ritger, was unable to attend (copy attached). The VAGARA website will send emails to remind members to renew. Cary Adams, webmaster, provided information about managing membership and accessing members only areas of the website. Cary also warned that some spam filters may catch these emails and members not receiving communications should contact him to receive notifications.

V. UNFINISHED BUSINESS

There was no unfinished business.

VI. NEW BUSINESS

A. Site of 29th Annual Conference:

Chris Koch announced the 2013 conference will be held at the Norfolk Sheraton, October 29-31, Norfolk, Va. It was noted that the ARMA international conference is the same dates.

B. Poll Membership for Location of 30th Annual Conference:

Chris Koch asked the membership for location suggestions for the 2013 conference. Chris said that the largest attendance at conference were in Virginia Beach. He has also received some very attractive offers from hotels on the beach. Members agreed to go back to the beach for the 30th Annual Conference.

VAGARA

28th Annual Business Meeting

Minutes Continued

VII. ADJOURNMENT

Motion made by Caroline Walters and seconded by Marilyn Johnson for adjournment. Motion was carried and the annual business meeting was adjourned at 4:58 p.m.

Christopher Koch, President

Caroline Walters, Secretary



VAGARA Nominating Committee Recommendations

October 30, 2013

Nominating Committee:

1. Glenn Smith (Central Region)
2. Nancy Tyler (Northern Region)
3. Sheri Heflin (Piedmont)
4. Penny Norton (Tidewater)
5. Pat Noble (Chairperson)

VAGARA BOARD RECOMMENDATIONS 2014-2015

President:	Angela Mitchell Diggs
Vice President:	Maralee Weeks
Secretary:	Kim Kendrew
Treasurer:	Nancy Tyler
Historian:	Marilyn Johnson

Members-At-Large

Piedmont:	Sheri Heflin
Tidewater:	Georgia McQuigg
Central:	Steve Effinger
Northern:	Diana Catron

29th Annual VAGARA Conference

Vendors



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 Bill Heitzer: bill.heitzer@us.belfor.com
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29th Annual VAGARA Conference

Vendors Continued



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Lou Visco: lou.visco@shredit.com
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Kim Clemons: kclemons@vimagetech.com
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Sharon Nichols: snichols@dunmar.com
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Mike Moore: mmoore@cornerstone-rm.com
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29th Annual VAGARA Conference

Things to Do

THE WOMAN IN BLACK

By STEPHEN MALLATRATT
Based on the novel by SUSAN HILL
Directed by PETER MOORE

A GHOST PLAY – Something in the dark grips you. Is it the cold hand of fear – or worse? This seemingly simple tale of a lawyer settling the affairs of a solitary widow builds into a total-immersion sensory experience in which a woman's horror bleeds through from the next life. One of British theater's biggest – and scariest – hits, this show uses all the tricks of the live stage to frighten even its toughest audience members.

Visit the [Wells Theater](#) for show times and prices.



[Halloween at the Chrysler](#)

There are tasty treats to be won for being able to recognize the artworks/costumes, and you're invited to wear your own get-up and join in the fun. Admission is free at both the [Moses Myers](#) and [Willoughby-Baylor](#) houses.

Wednesday, October 31, noon – 5:00 pm



[NAUTICUS](#) is a contemporary museum that uses the natural setting of Norfolk's harbor to showcase global maritime commerce and the world's largest Navy, and tour the USS Wisconsin battleship.



[The Cannonball Trail](#)

This walk-it-yourself tour is a heritage trail, which connects historic sites woven among featured attractions in downtown Norfolk. *The Cannonball Trail* becomes, in effect, a "story-telling stage" for interpreting Norfolk's rich and multi-faceted history.

For more things to do while in Norfolk, please visit:

<http://www.visitnorfolktoday.com>

Want to check out transportation options?

<http://www.visitnorfolktoday.com/transportation/getting-around> or
<http://www.downtownnorfolk.org/enjoy/gettingaround>