

# RECORD

Fall 2011

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

## President's Letter



Hello all -

I can't believe that the second year of my second term as President is coming to a close! It has gone so fast and I am so proud of what the organization has achieved during that time.

In addition to planning the conference, the board has completed several items that have been 'hanging' out there for some time. The first version of the Operations Guide is complete. This guide will assist the board with regular activities the organization conducts, such as the planning of the conference, setting up committees, sending out minutes, etc. Honorary Membership Criteria have been established and approved. The Constitution and By-Laws have been thoroughly reviewed, as have the Standing Rules. The brochure for VAGARA has been updated and a new printed version is available. The history for the last decade is almost complete and hopefully a printed version will be available sometime next year. And last, but certainly not least, the board has chosen a new website host for the organization. The new host is called Wild Apricot and extensive work on the new VAGARA.org is underway.

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## President's Letter continued...

While we have a way to go before it is deployed, I anticipate the new website being out there sooner rather than later! A challenge to the next board! :) I have tried to keep the membership informed and up to date on what their Executive Board is doing for them and I hope that I have met any expectations you may have had. It has been a pleasure.

I would like to take a few lines to thank my fellow board members. If not for the hard work of the Executive Board, many of the ambitious goals set would not have been achieved this year.

First and foremost, the Vice-President, *Christopher Koch* - Chris has been what any President could possibly ask for - a sounding board, an idea man, a calming influence, a good laugh, a spin master, in the best possible way, and a wonderful friend. The Treasurer - *Angie Diggs* - a great lady, a smart lady, a wonderful influence in all things - I could go on and on about Angie, but suffice it to say, she is a truly great friend, not to mention a fantastic steward of the funds! *Pat Noble* - Past President - Pat has been a wonderful guide, a no holds barred honest barometer and always a good one to bring things back into perspective for me! Another great friend! *Mary Lee Wood* - the Secretary - Mary Lee has kept me straight, kept me on task, and has been a great supporter of both myself and the organization - the board will miss her next year! *Cary Adams, Esther Grace, Alondo McClees, Caroline Walters, Earlene Dixon, and Lois Ritger* - all wonderful colleagues who have given of their talents, their time, their experience, their knowledge, and their humor - all without reserve or expectations. They have all become very important to me over the years, and I hope to continue to count on them as they can on me. I have been very fortunate to have several other folks along the way who aren't on the board, but have always stepped up to give of their time and talents to the organization whenever called upon. *Dick Harrington, Maralee Weeks, Bea Berry, Glenn Smith, Georgia McQuigg, Dianna Catron, Nicki Taylor*, and countless others that I have to thank for any success that VAGARA has experienced. Thank you all and please support the next board in any way you can - the organization relies on volunteers to keep it moving forward.

Have a safe and wonderful fall and don't forget to register for the 27th Annual Conference!

*Nancy*

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Sheri works for the Augusta County Service Authority and has been a member of VAGARA since 2008. She has agreed to be the newsletter editor on a trial basis. Let's hope she enjoys it! Thank you, Sheri!



## 27th Annual VAGARA Conference

RIM: 411-911-101

The Basics, The Substance, and The Recovery

November 2-4, 2011

The Holiday Inn Virginia Beach-Norfolk  
Conference Center

Virginia Beach, VA



Wondering how to keep safe? Whether it's your personal safety, your information safety, or your records' safety, the VAGARA 27th Annual Conference will cover it all! In addition, there will be sessions on ECM, FOIA, FERPA, and how to make a plan - a Business Continuity Plan that is!

There is still time to register, but registration does end October 26 so don't wait too long! Visit the conference page at <http://www.vagara.org/2011ConferenceWebsite/2011ConfMainPage.html> for more information.



### PAXTON Records Retention

provides a cost-effective option for storing and managing information, records, and files. Paxton's state-of-the-art barcode management system enables Paxton to track the specific location and activity of EVERY item with access at a moment's notice!

Visit us at [paxton.com](http://paxton.com)



## VAGARA Proposed Constitution and By-Law Changes

The Executive Board is proposing two changes to the Constitution and By-Laws of the organization. The two changes are outlined below:

### By-Law change:

#### Current wording:

SECTION 4 Honorary membership may be accorded any active or retired member who has demonstrated exceptional contribution(s) and dedication to VAGARA. Honorary membership shall be approved by the majority vote of the Executive Board. Any active member may make nomination(s) with the nominee's consent to the Executive Board for honorary membership.

Honorary membership shall be recognized by a formal presentation to the recipient during the Annual Conference in the year of nomination and approval. Such membership shall be conferred for a lifetime period and provides the recipient complimentary access to any and all organizational meetings, seminars and workshops. An honorary member shall not have voting privileges nor hold office.

#### Recommended change:

SECTION 4 Honorary membership may be accorded a retired member who has demonstrated exceptional contribution(s) and dedication to VAGARA. **The current Past President will chair a committee made up of two previous Presidents and the current President to review the nominee's qualifications. The name shall then be presented and approved by a 2/3 majority vote of the Executive Board.** Any active member may make a nomination(s). **Upon approval of the Board, the nominee shall be contacted and must give consent to accept the honorary membership.**

Honorary membership shall be recognized by a formal presentation to the recipient during the Annual Conference in the year of nomination and approval. Such membership shall be conferred for a lifetime period and provides the recipient complimentary access to any and all organizational meetings, seminars and workshops. An honorary member shall not have voting privileges nor hold office.

### Standing Rule change:

#### Rule #21 - Current wording:

A credit card in the name of VAGARA will be maintained and used in accordance with the guidelines established and approved by the Executive Board. The guidelines will be reviewed during an annual audit or as recommended by the Executive Board. A copy of the guidelines is attached as part of these rules.

#### Change to:

A credit card in the name of VAGARA will be maintained and used in accordance with the guidelines established and approved by the Executive Board. The guidelines will be reviewed during an annual audit or as recommended by the Executive Board. (Removed last sentence)

## VAGARA Executive Board Nominations for the 2012-2013 Term

President:	Christopher Koch
Vice President:	Angela Mitchell Diggs
Secretary:	Caroline Walters
Treasurer:	W. Alondo McClees
Historian:	Marilyn Johnson
Member at Large - Tidewater:	Open
Member at Large - Piedmont:	Esther Grace
Member at Large - Central:	H. Cary Adams
Member at Large - Northern:	Maralee Weeks

Respectfully submitted:  
Earlene Dixon, Nominating Committee Chair  
Jerry Palmer, Anita Vannucci, Mary Ellen Simms, and Dianna Catron,  
Committee Members



PCA Supply Services is a proud vendor member of VAGARA. Built on the strength of PCA Supply Services network - we are pleased to offer a full line of record storage products and solutions. All of our corrugated products contain recycled paper. We are very proud of our management of our precious resources. Please call Randy at 304-616-6008, or email at [rbamhart@packagingcorp.com](mailto:rbamhart@packagingcorp.com) for any inquiries.

*Always do right -  
This will gratify some and astonish the rest.  
~ Mark Twain*

