

ARMA Vancouver Island Presents:

# Hands On! (A Scanning Project)

Date: Friday, January 16, 2015

Time: 9:00 am until 12:00 noon (PDT)

Place: [Ambrosia Centre](#), 638 Fisgard St, Victoria, BC

Cost: \$ 30 ARMA members; \$40 non-members (visit [www.armavi.org](http://www.armavi.org) to register or go directly to Eventbrite <http://armavi-scanning.eventbrite.ca>)

Refreshments Will Be Provided

A dynamic information session that brings you through the issues and topics that an organization should consider when implementing a scanning project or incorporating scanning into your regular business processes.

Please note: Deadline for registration is midnight, January 13, 2015.

## Our Program:

9:00—9:15 am	Registration
9:15—9:25 am	Introduction — Jon Weston
9:25—10:15 am	Scanning In Your Organization – Ken Oldenburger
10:15—10:35 am	Refreshment Break (Provided)
10:35—11:35 am	Perfect Your Pitch—And Hit A Home Run With Your Imaging Program – Juliana MacEwen
11:35—11:55 am	Q&A Scanning and Legislation – Ken Oldenburger and Alyssa Meiner (Municipality of North Cowichan)
11:55—12:00 noon	Closing – Ken Oldenburger

## Our Speakers:

**Scanning In Your Organization (Ken Oldenburger)** - This presentation will touch on the issues and standards that you need to consider when implementing a scanning project in your organization.

Ken has been involved in records management for twenty years. These services have involved designing and amending records classification systems and retention schedules, physically and electronically implementing these systems, drafting information governance policies and procedures, creating needs assessments and strategic plans, providing training and advice, and, of course, filing. Ken

has worked for provincial, territorial, municipal, regional and First Nations governments as well as universities and private corporations. Ken is a founding member and Past President of the Vancouver Island Chapter of ARMA International ([www.armavi.org](http://www.armavi.org)).

**Perfect Your Pitch - And Hit A Home Run With Your Imaging Program (Juliana MacEwen)** - This live webinar-style presentation will give you pointers on how to prepare for and pitch your ideas to gain support and resources for your Imaging Program. Then, once you have the support, we will look at how to make your program compliant, essential and successful, by focusing on Canadian General Standards Board (CGSB) Best Practices and Lessons Learned.

Juliana has over 15 years' experience in the records management and document imaging field. Juliana started her career as an employee of the PEI Provincial Government, implementing paper and electronic records management systems. Juliana has a background in adult education, developing learning plans for colleges as well as developing and implementing an end-user training program for the implementation of a Clinical Information Management System for the Department of Health within the PEI Government.

Juliana is now the President of **Precision Document Management Ltd.** She is a founding member and Past President of the Prince Edward Island Chapter of ARMA International, as well as a member-at-large of the Nova Scotia ARMA Chapter. Juliana has presented records management topics locally, provincially and nationally.