Welcome and Keynote
10:00am -11:00am Welcome: HBLL Library Administration  
Speaker: Howard Loos, CRM  
Topic: Essential Elements of a Successful RIM Program

Educational Opportunity
11:15am - Noon  Speaker: Greg Danklef  
Topic: Communication for a Successful RIM Program

Lunch
Noon -1:00pm  Announcements and Lunch  
Lunch will be provided by the BYU Records and Information Management Department

Career Development
1:00pm -1:45pm Speaker: Chris Calton  
Topic: Training for a Successful RIM Program

Resource and Support
2:00pm - 2:15pm Speaker: Josh Bullough, President ARMA Utah-Salt Lake Chapter  
Speaker: David Fleming, Regional Representative ARMA Utah-Salt Lake Chapter  
Topic: How ARMA Helps / Chapter Meetings and Spring Seminar

Q & A / Recap of Keynote
2:15pm-3:00pm Facilitator/ Speaker: Howard Loos, CRM  
Q & A/Discussion: Challenges and Successful Approaches for Managing Records  
Topic: Getting Started – Next Steps in Building your Records Management Program

Post-Conference Activities (Optional)

3:15pm-4:00pm Tour of University Records Management Offices and University Records Center

For more information, contact Howard Loos  
Howard_Loos@byu.edu or 801-422-2161
Speaker Bios

Howard Loos, CRM, CDIA has 20 years of experience in the field of records and information management. Many of those years were spent consulting with large, Fortune 500 companies. His specialties include Records and Information Management program development, organizational governance, requirements gathering and software implementation. Howard is the University Records and Information Manager at Brigham Young University.

Howard is a Certified Records Manager (CRM), a Certified Digital Imaging Architect (CDIA), and a Change Management Practitioner. Howard is an active member of the ARMA Utah-Salt Lake Chapter and currently serves as the chapter’s Vice President.

Joshua Bullough works for the Church History Department. He manages the Records Center in the Church History Library and provides records management guidance to a range of Church departments including: the Missionary Department, Church Security, Church History, the Mormon Tabernacle Choir, and Materials Management.

Joshua graduated from the University of Utah with bachelor degrees in English Literature and Philosophy, and later went on to graduate with a MA in English Literature from Brigham Young University and a MLIS from the University of Pittsburgh. He is currently working to become a Certified Records Manager (CRM). Joshua is the President of the local ARMA chapter and has also served as the Chapter Treasurer and Vice President in previous years.

David Fleming, CRM is Vice President and Corporate Records Program Manager for Zions Bancorporation where he is responsible for development and enforcement of records management program and policy for the Bancorporation, its affiliate banks and subsidiaries in 10 western states. He has over 30 years of banking experience in operations management, project management and records and information management. In the role of Corporate Records Program Manager, David reports to the General Counsel and works closely with executive and business unit management, Legal, and IT to develop information governance, legal hold and discovery strategy and processes for the corporation.

David is a Certified Records Manager (CRM), a Certified Information Governance Professional (IGP), and Certified Information Professional (CIP). He sits on the Utah State Records Committee, currently serves as Pacific Region Director for ARMA International and is an active member of the ARMA Utah-Salt Lake Chapter. He is active in the leadership of the American Bankers Association (ABA) Records Management Working Group.

Chris Calton is the Records Manager for the Central Utah Water Conservancy District. She has fulfilled this role for the past 16 years. Her expertise is forged from 27 years of experience working with medical records, legal records, and government records. Her position with the District has provided her with in-depth experience in all aspects of managing a records and information management program.

Chris has been actively involved in the records community through professional associations such as AIIM and ARMA International. She has held numerous positions with the Utah Chapter of ARMA, including President of the Chapter, and was awarded Chapter Member of the Year in 2006. She is currently in the process of obtaining her Certified Records Manager designation.

Over the years, Chris has presented on various information management issues to records groups, water user groups and for the State Archives.

Greg Danklef provides training and presentations for BYU’s Human Resource department. He provided training to the ARMA chapter a few ago on the topic of communication. His bio is not yet received, but perhaps his name can be approved as a speaker for the URIM conference.

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