

AMCA and ARMA Edmonton presents

Information Management: From Basics to Digital Transformation

Agenda

Time	Topic
8:00 am	<b>Full Hot Breakfast</b>
9:00 am	<b>Welcome and Introductions</b> <ul style="list-style-type: none"><li>• <b>Carolynn Grey, CMC</b> <i>President of AMCA</i></li><li>• <b>Angela Watt, CIP</b> <i>President of ARMA Edmonton</i></li></ul>
9:15 am	<b>Records Management, Information Management, and Information Governance – the Basics</b> <ul style="list-style-type: none"><li>• <b>Angela Watt, CIP</b> <i>Information Management Supervisor</i> City of Spruce Grove</li></ul> <b>Session description:</b> <p>In the morning session, delegates will learn the basics of Records Management such as:</p> <ul style="list-style-type: none"><li>- Definition of a record</li><li>- Lifecycle management</li><li>- Classification basics</li><li>- How Retention Schedules are developed</li><li>- Destruction requirements</li></ul> <p>We will have a break before moving into the second half where we take the lessons learned and identify how records management practices can be applied to digital transformation and prepare for information governance. Topics include:</p> <ul style="list-style-type: none"><li>- Data Management</li><li>- Information Governance</li><li>- Future-proofing your corporate information</li><li>- Assess your information culture and define where to go next</li></ul> <p>Session attendees will leave with samples of:</p> <ul style="list-style-type: none"><li>- RIM 101 basics that can be delivered within your organizations</li><li>- Sample retention reschedule</li><li>- Listing of resources to further your records management knowledge</li><li>- Information Governance Self-Assessment</li></ul>
10:30 am	Refreshment Break
10:45 am	<b>Records Management, Information Management, and Information Governance – the Basics – continued</b>
12:00	Lunch

Time	Topic
1:00 pm	<p><b>Information Management – Modernizing a Municipality</b></p> <ul style="list-style-type: none"> <li>• <b>Emily Speight, CRM, CIAPP-C</b> <i>Information Coordinator</i> Red Deer County</li> </ul> <p><b>Session description:</b> In 2016 Red Deer County embarked on a journey from a paper-based records management approach to information management. The County has undertaken a number of initiatives on this journey including the implementation of an Enterprise Documents and Records Management System, shutting down shared network drives, implementing e-mail management, integrating systems and automating work process. The presentation will discuss the road map, the journey, some lessons learned and future direction for the organization.</p>
1:45 pm	<p><b>Information Management - City of Lethbridge's ERM Journey</b></p> <ul style="list-style-type: none"> <li>• <b>Amber Baines</b> <i>IT Project Manager</i> City of Lethbridge</li> <li>• <b>Andrea Knecht</b> <i>Records &amp; Information Manager</i> City of Lethbridge</li> </ul> <p><b>Session description:</b> A look at the City of Lethbridge's Electronic Records Management (ERM) solution implementation. Amber and Andrea will take you along on their five year implementation journey. They will explain how they used a phased approach to move from basic problem identification in 2014 to successful implementation in 2019. You will also gain insight into how careful planning and focused change management can result in a successful project implementation.</p>
2:30 pm	Refreshment Break
2:45 pm	<p><b>Information Governance – Panel Discussion</b></p> <p><b>Session description:</b> A panel of industry experts in the fields of IT, Privacy, Records Management, and Risk have gathered to discuss the current issues and opportunities around implementing an information governance strategy from the ground up.</p> <p>They will discuss:</p> <ul style="list-style-type: none"> <li>- Obtaining buy-in for your information program</li> <li>- Current trends in information</li> <li>- Challenges in municipal government affecting information</li> <li>- Moving from Records Management, to Strategic Information Governance</li> <li>- Ask the experts! Do you have any challenges you are facing right now?</li> </ul>

Time	Topic
	<ul style="list-style-type: none"> <li>- Learn from the experts about how Information Governance could help you achieve your business goals.</li> </ul> <p><b>Speakers:</b></p> <ul style="list-style-type: none"> <li>• <b>Freddie Martinez</b> <i>Director of Information Systems – Information Technology</i></li> <li>• <b>Emily Speight, CRM C-IAPP Privacy</b></li> <li>• <b>Angela Watt, CIP</b> <i>Records &amp; Information Management</i></li> <li>• <b>Northern Alberta Risk &amp; Insurance Management Society Representative</b> <i>Risk &amp; Insurance</i></li> <li>• <b>Solution Implementations Expert</b></li> </ul>
4:00 pm	<p><b>Closing</b></p> <ul style="list-style-type: none"> <li>• <b>Carolynn Grey, CMC</b> <i>President of AMCA</i></li> <li>• <b>Angela Watt, CIP</b> <i>President of ARMA Edmonton</i></li> </ul>

## About our Speakers:

- **Angela Watt, CIP**  
*Information Management Supervisor*  
City of Spruce Grove

Angela Watt is the Information Management Coordinator for the City of Spruce Grove, AB. Angela is a Certified Information Professional, Library Technician and Information Governance Practitioner with a diverse and progressive range of experience having worked in Libraries, Municipal Government, Law and Petroleum for over 30 years (started at the age of 6). She also holds a diploma in Event Management. She is the current chapter President of ARMA Edmonton, and recently designated as the host of ARMA Canada conference. What Angela finds the most interesting in information management, is the psychology of how people consume information and attach their identity to it. Angela has had the honour at speaking at InfoGov Conference, ARMA Canada, AIIM and in October, has been invited to speak at ARMA International both as a sessional speaker and panelist.

- **Emily Speight, CRM, CIAPP-C**  
*Information Coordinator*  
Red Deer County

Emily Speight has more than 15 years of experience in information science. She is the co-founder of the Alberta Municipal Records Managers Association, and currently sits on the ARMA Edmonton Board of Directors. She holds a CRM designation through the Institute of Certified Records Managers as well as a CIAPP-P designation through the Canadian Institute of Access and Privacy Professionals. She has obtained the Information Access and Protection of Privacy (IAPP) certificate through the University of Alberta, and is a graduate of SAIT's Library and Information Technology program. She recently received a post graduate certificate in Information Management and is currently working towards acquiring her Master's Degree in Information Management from Dalhousie University.

- **Andrea Knecht**  
*Records & Information Manager*  
City of Lethbridge

As the Records and Information Manager for the City of Lethbridge, Andrea is responsible for the implementation of the organization's Electronic Records and Document Management System. Her background is in business and technology and has worked in the Information Management world for the past 7 years. Andrea is passionate about Records management and is excited to move the City to the next level of Information Management.

- **Amber Baines**  
*IT Project Manager*  
City of Lethbridge

As an IT Project Manager for the City of Lethbridge, Amber is responsible for leading project team resources in planning, designing, and delivering IT solutions for the City of Lethbridge. Her background is in Information Technology, and has 15 years of Project Management experience in both the private and public sectors. She has successfully managed various types of projects including network infrastructure, enterprise systems, and new technology deployments; database conversions, data migrations, and software upgrades.

- **Freddie Martinez**

*Director of Information Systems – Information Technology*

Freddie Martinez has over 17 years of information technology experience in both the private sector and public sector. Currently, he serves as the Director of Information Systems at the City of Spruce Grove. Before joining the City of Spruce Grove in 2017, Freddie was the Manager of Infrastructure Technology for Fountain Tire, and with more than 17 years' experience in the high-technology industry, Freddie has also served in various IT leadership positions in NATO Missions in Bosnia, BiH (SFOR) & Kabul Afghanistan (ISAF).