

GREATER DAYTON CHAPTER  
MEETING  
April 22, 2008

The Greater Dayton Chapter of ARMA International met on Tuesday, April 22, 2008 at the Honda Manufacturing Plant in West Liberty, Ohio at 4:30 P.M.

In attendance were Chair, Cindy Manz; President, Roger Lucas; Vice President, Debbie Andrews; Secretary, Gillian Hill; Treasurer, Elaine Wintrow; Directors, Jay Brooks and Tina Ratcliff, members, Joan Donovan and Dave Cooney; and guest, Mike Heller.

There was a very brief business meeting during which Gill reminded members that the Great Lakes Region Leadership Meeting is to be held in Lexington, July 18-20, and that ARMA HQ has an online leadership course of 11 sessions now available for free to those in chapter leadership positions that they are urged to take. Then, President, Roger Lucas, introduced our speaker. Dan Jones (once a member of the Greater Dayton Chapter and now a Columbus Chapter member) heads the records management program at the Marysville Honda of America Plant. He has worked for Honda for almost 16 years and took over the head position when Joe Steffen (another previous Dayton Chapter member and the previous records manager at Honda) retired a few years ago. Joe and Dan had worked together before, at E.F. McDonald in Dayton, prior to moving to Honda. Dan gave us a tour of the records center, including the stacks, the shredding dock, and the scanning and microfilming rooms. He then gave a presentation on how the records program is set up at Honda and described the e-mail management "big bucket" system that a Honda in-house team instituted three years ago. Dan was part of that team, which also included a paralegal, an attorney and a couple of information systems people. They also designed a computer based training module. The system currently has 8,000 users. Dan said that he would be very willing to talk to any of us, and/or our IT people, to explain the system in more technical detail.

A delicious pizza supper, courtesy of the Honda Records Center, followed an extremely interesting and informative meeting, well worth the long drive out to Marysville.

Respectfully submitted,

Gillian Hill  
Secretary