Wyoming Chapter of ARMA
September 20, 2016 General Meeting Minutes
"Learn How to Put the Date You're Already Capturing to Work for You"
PSC Library - 2515 Warren Ave. Suite 300, Cheyenne, WY 82001

Wyoming ARMA Members in Attendance: Carolynn Coy, Donna Crock, Pat Newbern, April Peregoy (via conference phone), Barbara Thomasee, Janie Wait.

The meeting began at 11:30 a.m.

Carolynn and Donna coordinated efforts for presentation of the AIIM webinar titled:
"Learn How to Put the Date You're Already Capturing to Work for You", facilitated by Harvey Spencer, President of Harvey Spencer Associates and David Jenness, Market Segment Manager of IBM.

Harvey Spencer spoke and addressed how data capture software must address the knowns and unknowns. Primarily Mr. Spencer's example was referenced through capture of a fiscal invoice and how metadata and OCR will identify the information needed during capture. Because there are a large number of information elements (some known-some unknown), capture will need to be customized to the meet requirements.

David Jenness, spoke next with additional background information on capture and how intelligent capture will help mine and understand all the data on any document. Mr. Jenness also gave several examples of how capture can identify information for large business access and other internal services.

Although today's webinar spoke primarily of large system/software capture, it covered how we need to organize what we need to capture, how the metadata and information will be identified for our use, and how we need to maximize data and information capture for better processes, better return of investment (ROI), and better data experiences.

Thank you to Donna Crock for hosting our meeting at the Public Service Commission Library, and for Carolynn Coy's assistance to make this AIIM webinar available for our meeting.
The webinar was complete and the meeting was adjourned at 12:35 p.m.

Sincerely,
Pat Newbern
Chair Person of the Board