

# ARMCUMS *Messenger*

Association of Rocky Mountain College and University Mail Services Newsletter

## In this issue:

- Welcome letter from our President
- Current Board Members
- 2019 Conference update
- Meet our newest board members
- Committee Information
- Words of Wisdom from Thom
- Website update



## From the desk of the President

Well hello ARMCUMS member!

I'm excited for the coming year and I am truly humbled as your new ARMCUMS

President. This is a daunting privilege and I have some goals our Board will be working on this year through our committees: Membership, Elections, Conference, Communications, Emeritus, Education, and Awards. I know firsthand that everyone is incredibly busy, but it is critical to our success, both individually and as an organization, for all of our members to contribute to ARMCUMS and our industry. I encourage each of you to take the opportunity to join a committee and help spread the wealth a little. Sign up now to get on the committee you want!

I also hope to create more educational opportunities for all of us utilizing our new website – thank you Becky Goldsmith – and other resources. Ultimately, ARMCUMS belongs to all of us, so the Board and I would love to hear what you would like ARMCUMS to do for you. We have this cool new website (and the newsletter) that Becky has pretty much single-handedly created for all members to use. One of the new features is the message board that can be used to pass along suggestions and ideas to individuals and/or specific ARMCUMS members.

I would also like to welcome new and returning Board Members! We have a great board that is willing to serve ARMCUMS and we are all gearing up for a great year!

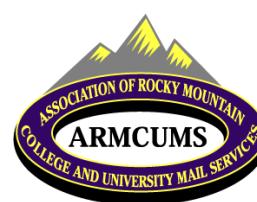
At last year's conference in Bozeman, we introduced a new level of membership, the Emeritus Membership Status. One of my goals this year is to utilize the knowledge base and pizzazz of some of our long-standing members who have retired and have them participate as an emeritus member. If you'll be retiring soon or if you're retired and reading this newsletter, check out the Emeritus Membership on the website. It's free to qualifying members.

Last year was quite the year for all of us with our workloads increasing and budgets decreasing! I want to thank our 2018 conference committee for putting together an amazing conference in Bozeman, Montana! Jennie and her team did a fantastic job hosting us and showing us their operations in Print, Mail, Bulk, CPU, and Passport Services. (And Yellowstone wasn't too bad either!) I'm looking forward to this year's conference hosted by Richard Boudreux at Utah State University in Logan, Utah. You can find more information in this newsletter and soon on the ARMCUMS website.

For now, please let us know what topics you would like us to address in our various resources: website, newsletter, headquarters, NACUMS, and our own Board! Don't forget to go to the website to complete your profile so we can get to know more about you and your operation! Like I said before, it's going to be a great year!

*Dawn Burgess*

Dawn Burgess  
ARMCUMS 2019-2020 President



## Current Board

### Executive Board Members

#### President 2019-2020

Dawn Burgess, Utah Valley University  
Phone (801) 863-8797  
email: dawn.burgess@uvu.edu

#### Vice President 2019-2020

Darin Lee, University of North Dakota  
Phone (701) 777-4832  
email: darin.lee@und.edu

#### Secretary 2018-2019

Nancy Krieger, Central Arizona College  
Phone (520) 494-5232  
email: nancy.krieger@centralaz.edu

#### Treasurer 2018-2019

Jim Robison, Brigham Young University ID  
Phone: (208) 496-2630  
email: robisonj@byui.edu

#### Immediate Past President

Thom Roylance, Brigham Young University (retired)  
Phone (801) 360-7370  
email: thom\_roylance@byu.edu

### Board Members-at-Large

#### 2018-2019

Holly Berryman, Northwest College  
Phone (307) 754-6117 email: holly.berryman@nwc.edu

Ronnie Farris, Lipscomb University  
Phone: (615) 966-6275 email: ronnie.farris@lipscomb.edu

Jennie Miller, Montana State University  
Phone (406) 994-6208 email: jennie.monroe@montana.edu

Trish Nelson, Utah State University  
Phone (435) 797-1875 email: trish.nelson@usu.edu

Bri Powell, Snow College  
Phone (435) 283-7264 email: brianna.powell@snow.edu

#### 2019-2020

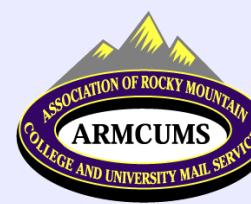
Bruce Barclay, Southern Utah University  
Phone (435) 586-7998 email: barclay@suu.edu

Becky Goldsmith, Yavapai College (NACUMS Representative)  
Phone (928) 717-7734 email: becky.goldsmith@yc.edu

Lisa Phillips, Biola University  
Phone (562) 944-0351 ext 5474 email: lisa.phillips@biola.edu

Robert Trumbull, University of Wyoming  
Phone (307) 766-4297 email: btrumbul@uwyo.edu

Joshua Turnquist, University of Colorado-Boulder  
Phone (303) 492-2443 email: joshua.turnquist@colorado.edu



## 2019 ARMCUMS Conference Update

Please mark your calendars now and plan to attend the 2019 ARMCUMS Conference, scheduled for September 28th through October 2nd. The conference will be hosted on the beautiful campus of Utah State University. Nestled in Utah's most northern valley, Cache Valley is surrounded by the Bear River Mountain range on the east, and the Wellsville mountain range on the west. Logan, Utah State University and the Cache Valley are the "Crown Jewels" of the Great Basin.



Attendees will enjoy a fun-filled educational day at Bear Lake on September 28<sup>th</sup>. Bear Lake is a natural fresh water lake on the Utah-Idaho border. The gorgeous 109 square mile lake is known as the "Caribbean of the Rockies" for its unique turquoise-blue color. While at the lake, we will enjoy a delicious barbecue and enjoy world renowned Raspberry Malts. Bear Lake sits at just under 6,000 feet in elevation making this alpine wonderland truly unforgettable.



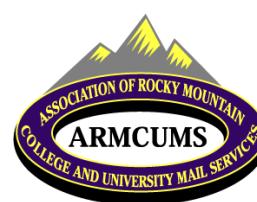
The conference will be held in the center of the university's 600 acre pristine campus. Attendees will experience newly updated lodging at the 75 room University Inn. Always an enjoyable and unique event at Utah State University, attendees will have the opportunity to participate in a cow milking contest, eat Celestial Aggie ice cream and enjoy a steak fry on the quad.



Logan is located just 85 miles north of the states capital, Salt Lake City, and a convenient 4 hour drive to Jackson Hole and 5 hours to Yellowstone National Park. The conference will feature approximately 15 sessions, and access to premier hardware and software vendors that help us to become more efficient and profitable.

*Top: Utah State University, Middle Left: Bear Lake, Middle Right: Cache Valley, Bottom: Utah State University quad.*

[Top](#)



## Meet Our Newest Board Members



**Bruce W Barclay**  
**Southern Utah University**  
**Postal Operations/Shipping and Receiving Manager**

I have been with Southern Utah University since February of 2003. I started out as an assistant manager and quickly gained the position of manager in July of 2003. Prior to coming to SUU I worked part-time with FedEx as a courier, and full-time with SkyWest Airlines as a station manager in St George Utah.

I received my education as well from Southern Utah University graduating with a B.S. degree in Communications (1995). I have been married to my wonderful wife, Angie, for 30 years. We have six children, all girls, four grandchildren and two rabbits.

I have served in various positions throughout my career and just to highlight some of them:

Served on the ARMCUMS (Association of Rocky Mountain Colleges and University Mail Services) Executive Board 2012-2013  
Vice-President of ARMCUMS 2013-2014  
Cedar City Utah Leisure Services Advisory Board Member 2008-2011  
Cedar City Utah Leisure Services Advisory Board Chairman 2011- June 2018  
Served as a member of Utah Higher Education Staff Association and President 2012-2015  
Currently serving as Board Member for ARMCUMS – September 2018

Our campus has experienced tremendous growth in my years at SUU with Mail Services. I have conducted many seminars and workshops on campus to educate departments about what it is we do and what we can do for them, these have opened many doors and allowed us to gain more business and increase revenue.

We currently are Postal & Receiving Operations. Our main focus is on mail/package distribution (5 delivery routes), bulk mail, incoming/outgoing USPS mail, FedEx, UPS, DHL, and student/campus mail in four different locations on campus. We are in the middle of a remodel of our existing space. This is the 3<sup>rd</sup> time! It should be done the end of March.

I have really enjoyed the advice and encouragement I have received over the years as a member of ARMCUMS and hope to help others were I can by serving the members of ARMCUMS.



**Lisa Phillips**  
**Biola University**  
**Director of Mail Services**

I have been with Biola University and the Mailing Service for 30 years moving up the line until I became the Manager of Mail and Parcel Services. When I began working for the Mail Services department, I also began my educational journey at Biola, graduating in 1995 with a BOS in Organizational Leadership.

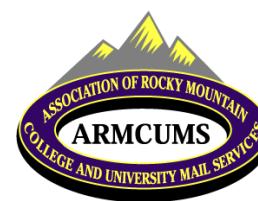
It was early in 2000's that I became aware of all of the different mailing organizations and went to my first conference in CO. I have been on the board of ARMCUMS several times and have really enjoyed becoming acquainted with all the different members both in ARMCUMS and NACUMS.

*"Our main focus is on mail/package distribution (5 delivery routes), bulk mail, incoming/outgoing USPS mail, FedEx, UPS, DHL, and student/campus mail in four different locations on campus."*

*- Bruce Barclay*

*"I have been on the board of ARMCUMS several times and have really enjoyed becoming acquainted with all the different members both in ARMCUMS and NACUMS."*

*- Lisa Phillips*



## Committees

As our President, Dawn Burgess, stated in her welcome letter in this issue of our newsletter, she has “*some goals our Board will be working on this year through our committees: Membership, Elections, Conference, Communications, Emeritus, Education, and Awards.* I know firsthand that everyone is incredibly busy, but it is critical to our success, both individually and as an organization, for all of our members to contribute to ARMCUMS and our industry. I encourage each of you to take the opportunity to join a committee and help spread the wealth a little. Sign up now to get on the committee you want!”

To sign up, please contact the chair or co-chair of the committee you are interested in serving on.

- You can find contact information for chairs and co-chairs on the Current Board Members tab in the Members Only section of our website.
- You can also see a description of responsibilities for each committee on the Bylaws tab in the Members Only section of our website.

### Membership

Chair—Jennie Miller  
Co-Chair—Holly Berryman  
Members:

### Communications

Chair—Becky Goldsmith  
Co-Chair—Bruce Barclay  
Members:

### Education

Chair—Dawn Burgess  
Co-Chair—Thom Roylance  
Members:

### Conference

Chair—Trish Nelson  
Co-Chair—Bri Powell  
Members:  
Richard Boudrero

### Conference Business

#### Partners

*Serves under the direction of the Conference Chair*

Members:

Richard Boudrero  
Bob Trumbull

#### Awards

Chair—vacant  
Co-Chair—Josh Turnquist  
Members:

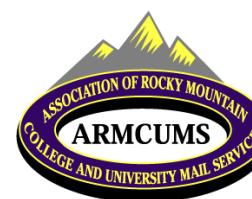
#### Elections

Chair—Bob Trumbull  
Co-Chair—Ronnie Farris  
Members:

#### Emeritus

Chair—Thom Roylance  
Co-Chair—vacant  
Members:





## Words of Wisdom from Thom



As the ARMCUMS Immediate Past President and Chair of the Emeritus Committee, I want to encourage any past members who have retired to stay in touch with your ARMCUMS colleagues by joining as an Emeritus Member. Membership is free to qualifying former members. Additional instructions can be found on the website.

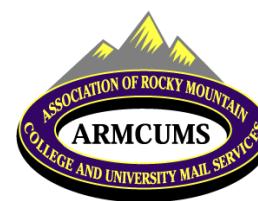
I also wanted to share a few things I'm learning as I begin month four of retirement. And by no means is this my attempt to rub it in (although I am enjoying it!!) I thought I was VERY prepared for retirement but I've found three things that totally surprised me. First, it took several weeks for me to get over what I call the "Sunday night panic." You know, that feeling you get as you lay in bed Sunday evening fretting over everything you didn't get done over the weekend. I've finally realized that EVERY day is a Saturday, except for Sunday, and I have plenty of time to get those "weekend" chores done. No need to panic.

Second, I was surprised to find that I rarely comb my hair, or shave. Silly, but unexpected.

Lastly, I'm finding it difficult to get into a schedule or routine. When you're employed, your week is mostly set. In retirement, there's really no place you *need* to be, other than the rare doc appointment or maybe church on Sunday. I've had to work to arrange my new schedule or I forget things. That really hit home last month when I fell asleep the night I was supposed to pick up my granddaughter from a party. I totally spaced it and my wife, who was out with friends, and my granddaughter, were NOT happy!! I also teach guitar/banjo lessons and referee high school basketball. This has forced me to organize my days much more than I had anticipated. As you get ready to retire, you're going to have to put more effort into setting up a weekly schedule.

Finally, allow me to share just a word or two about retirement finances. As an industry, many of us are getting close to retirement age or are already there; some have passed it (Richard!). Regardless of the number of years ahead of you, I would hope you have a retirement savings plan that you're sticking to. If your school offers a 401K or some type of retirement savings plan, PLEASE take advantage of it, if you haven't already. Also, make an effort to increase the dollar amount you contribute to your retirement. For example, if you're fortunate enough to receive an annual raise or promotion, put half of it (or more) into your retirement savings. If you have debt, work to pay it off as quickly as possible. Once it's paid off, contribute a portion of those previous debt payments to your retirement savings. Throughout your working career, find ways to contribute more. Doing so will put more "gold" into your "golden" years!

As you get closer to retirement, review your finances and make sure that you're still on track for reaching your goals/needs. Most experts believe that 75-90% of your working take-home pay is sufficient for retirement. If you've paid off your debt, that number could be lower. (I'm doing fine with 85%, but my house is paid for and I'm debt-free except for 2 car payments.) I would recommend that you make a goal to have enough in your 401K/IRA/retirement savings to withdraw 4% annually that, when combined with your social security, pension, and any other funds, will meet your monthly financial obligations. That should leave your principle untouched while you live off the 4% interest, a very average interest rate. While I'm not a financial advisor, I'm living through these adjustments and am happy to share my experiences with you. Feel free to email me with any questions ([byuthom@gmail.com](mailto:byuthom@gmail.com)) and I'll address them, along with how to prepare for all this "free time" you'll have in retirement, in the next ARMCUMS Newsletter.



## Updated Website

If you haven't already, please check out the updated website at:  
<https://www.armcums.org/>

If you are an ARMCUMS member (dues paid for this year), you will have access to the Members Only section of the website. To access this portion of the website, please go to the Members Only tab and then click on the Login tab.

The screenshot shows the ARMCUMS website homepage. At the top, there is a navigation bar with links: HOME, ARMCUMS BOARD, BUSINESS PARTNERS, CONFERENCE INFO, LISTSERV, MEMBERSHIP, and MEMBERS ONLY. A red arrow points from the text above to the 'MEMBERS ONLY' link. Below the navigation bar, there is a banner for the '2018 ARMCUMS Conference' held in Bozeman, Montana, from September 22-26. On the right side of the banner, there is a vertical menu with links: LOGIN, ARMCUMS BOARD DOCUMENTS, BUSINESS DOCUMENTS, BYLAWS, CURRENT BOARD MEMBERS, and MY MEMBERSHIP OPTIONS PAGE.

You will be redirected to the **My Membership Options Page**, where you can choose your password, edit your profile, cover photo, your photo and add your additional personal details.

The screenshot shows the 'My Membership Options Page'. At the top, there is a header with links: About, Groups, Blog, Messages, Notifications, and Friends. Below the header, there is a section titled 'Update your Member Profile or Change Your Password' with a 'Personal Details' button. To the right, there is a 'Membership Directory' section with a search input field and a 'Personal Details' button. Further down, there is a 'Settings' section with fields for First Name (Becky) and Last Name (Goldsmith). In the bottom right corner, there is a box with the text 'Upload your Photo Here' and a sample photo of Nancy Krieger.

### MEMBERS ONLY

Then go check out what else you have access to as an ARMCUMS Member.

LOGIN

ARMCUMS BOARD DOCUMENTS

Only current board members will have access to the information on this tab

BUSINESS DOCUMENTS

These are self-explanatory

BYLAWS

CURRENT BOARD MEMBERS

This tab will have current contact information for all of your board members

**Committee information is under this tab**

MY MEMBERSHIP OPTIONS PAGE

Need to find another ARMCUMS member?  
You'll also find your Profile under this tab.

NEWSLETTERS

Newsletters since 2018

PAST AWARD WINNERS

Curious to see who has won awards in the past?