

**FLORIDA RECORDS MANAGEMENT ASSOCIATION
EXECUTIVE BOARD MEETING
May 4, 2005**

Present: President Karene Leworthy, Vice President Jo Ann Mixon, Secretary Nancy McConkey, Treasurer Judy Cole, Director Kim Ingram, Director Archie Matthews, and Director Tracy Swank.

Location: Presidential Suite (Room 219), Embassy Suites, Boca Raton, Florida

Meeting began at 4:00 p.m.

A quorum was declared (per FRMA By-Laws: the presence of a majority of the total membership of the Executive Committee shall be necessary at any meeting of the Committee to constitute a quorum).

Discussion re. talking to vendors about committing for next year's conference. It was decided by all that the vendor fee is \$1,000.00, and that any vendor committing to next year's conference by this Friday, 5/6/2005, would receive a \$100.00 discount; if they are a member, they would receive an additional \$100.00 discount. The fees would have to be paid no later than November 30, 2005.

MOTION: By Vice President Mixon, seconded by Treasurer Cole.

The sponsor/vendor fee for next year's annual conference is \$1,000.00. Vendors at this year's annual conference who commit to next year's annual conference by this Friday, 5/6/2005, will receive a discount of \$100.00. If they are a member, they will receive an additional discount of \$100.00. All fees must be paid by November 30, 2005.

Unanimously approved.

Wording will be added to the vendor registration form to state that "the fee is nonrefundable, unless the conference is cancelled by FRMA."

Vendor comments re. this year's conference: they prefer 8 ft. tables instead of 6 ft., and the vendor room is crowded. But they are pleased with the membership turnout.

Discussion was held about the election process tomorrow at the annual business meeting. Vice President Mixon's suggestion: The membership should vote for every position; however, the by-laws state that the board should appoint when there is a vacancy. We could take nominations from the floor, make a list, and meet with each interested person to determine what they have to offer. The board would then vote and announce the winner.

Some board members thought the election process should be as it was last year for the treasurer's position – nominations at the business meeting, and then voting right then. Others thought the board's duty is to follow the by-laws by appointing to fill the vacancy.

By consensus it was decided that the board would follow the by-laws. President Leworthy will announce at the annual business meeting that the position of Vice President is now vacant, and that any interested person should contact a board member and appear at Friday's board meeting to present themselves to the board for consideration.

An announcement will also be made at the annual business meeting asking anyone who would like to serve on a committee or as a committee chair to let a board member know.

That being decided, each board member took a few minutes to review their reports for the annual business meeting.

The Tampa Bay ARMA Chapter had asked if we could display and hand out some of their educational material. All agreed to do so.

Water bottles – We have so many in stock, it was decided to reduce the price to \$1.00, and then to give away some at the annual business meeting.

Meeting was adjourned at 4:40 PM.