

**FLORIDA RECORDS MANAGEMENT ASSOCIATION  
FINAL MEETING OF 2004-2005 EXECUTIVE BOARD  
May 6, 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: Embassy Suites, Boca Raton, Florida

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*Meeting began at Noon.*

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).

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Secretary McConkey forwarded the Secretary's Book and records to Alice Young.

The minutes of the 4/8/2005 Board meeting will be revised as requested and forwarded to Board members by e-mail for final approval.

Director Swank reported on the financial status of the conference so far. We are on track with the budgeted costs, but it will be a while before all expenses are accounted for. Additional costs incurred include AV, copies, and tips for reception catering and maid service. Several board members had yet to submit receipts for reimbursement for conference-related purchases.

President Leworthy said Chris Everingham suggested that next year we get wireless clickers for presenters.

Issues with the hotel: packages were not delivered timely, nor were faxes delivered timely, slow in moving boxes from storage to the registration table area, and slow in fixing lock on vendor area door.

President Leworthy reported that overall she received positive comments about the conference.

Another suggestion made was to enlarge the conference schedule and post around session rooms.

President Leworthy approved reimbursing Treasurer Cole for additional camera supplies in the amount of \$255.57. No Board members requested \$50.00 allowance for travel expenses.

Director Swank requested reimbursement of purchases at Office Max (copies, totaling \$398.04) and shipping costs to Pride (\$3.85); President Leworthy approved.

Program issue – the annual meeting was too long. One comment was made by a member about the registration fee being too high; suggested \$75-90 instead so that other employees in the same agency can attend.

Vendors complained that their space was crowded. Some suggested that the conference last 2 days instead of 2-1/2 days.

Vice President Mixon reported that all vendors gave a verbal commitment for next year's annual conference. They requested 8' X 10' tables.

The meeting was adjourned at 12:20 p.m.