



**EXECUTIVE BOARD  
2004-2005:**

**KARENE LEWORTHY**  
PRESIDENT

**JO ANN MIXON**  
VICE PRESIDENT

**NANCY McCONKEY**  
SECRETARY

**JUDY COLE**  
TREASURER

**KIMBERLY INGRAM**  
DIRECTOR OF PUBLIC RELATIONS

**ARCHIE MATTHEWS**  
DIRECTOR OF MEMBERSHIP

**TRACY SWANK**  
DIRECTOR OF PROGRAMS

**TO BE APPOINTED**  
DIRECTOR OF ADMINISTRATION

13<sup>th</sup> Annual Seminar & Business Meeting  
May 4-6, 2005  
Boca Raton, Florida

***SECRETARY'S REPORT TO MEMBERS:***

During the past year, the Executive Committee has held 9 Board Meetings. The minutes for these meetings can be found on the FRMA website, [frma.org](http://frma.org).

A promotional brochure was finalized and printed last fall as a tool to introduce people to our association, and to explain our purpose and objectives. They are available at this conference to anyone interested, and will be sent to records managers throughout the state in the coming year to promote FRMA and to encourage their participation in our group.

A Legal Committee was formed to review the FRMA By-Laws for the purpose of clarifying where necessary, providing consistency, and improving where possible. Any proposed changes to the By-Laws will be sent to all members at least 30 days before the next Annual Business Meeting. We hope to perform this review during the coming year, and present recommendations next spring.

It has been a pleasure serving as Secretary this year. Thank you for the opportunity to serve this fine organization.