

FLORIDA RECORDS MANAGEMENT ASSOCIATION
Board Meeting
January 20, 2006

Present: Jo Ann Mixon, President; Jared Sorenson, Vice President; Judy Cole, Treasurer; Kim Ingram, Director of Public Relations; Julia Jones, Director of Membership; Archie Matthews, Director of Administration; Alice B. Young, Secretary; Karene Leworthy, Past President.

Absent: Judy Cole, Treasurer and Jennifer Romaker, Director of Programs were absent.

Call to Order

The FRMA board meeting was called to order at 9:10 a.m.

Approval of Minutes

Minutes of the FRMA meeting of November 2005 were not available.

Treasurer's Report

A treasurer's report was not available.

Mid-Year Conference Final Wrap-Up

Consensus from those in attendance at the mid-year conference was that the conference was favorable. Participation at the mid-year conference brought in 45 attendees.

Past President Karene Leworthy suggested that the presentation given at the mid-year be presented at several locations throughout the state. She suggested the following areas: Clearwater, Jacksonville, and Miami.

Due to the participant's choices, the board discussed purchasing or renting large water cooler from a third party for the next mid-year conference.

Certification Program

President Jo Ann Mixon distributed and reviewed the education and certification program proposal that the Association received from the John Scott Dailey Florida Institute of Government at the University of Central Florida. The Institute of Government will be commissioned with developing a thirty-six hour certification program. This proposal includes:

- meeting with members of the FRMA board for establishing guidelines and curriculum for the course;
- assist in the development of the course materials;
- identify trainers qualified to teach courses;
- offer two-day Train-the-Trainer courses as needed to certify new trainers;
- coordinate with conference chair to provide eighteen hours of training at the May 2006 conference (training fees not included in proposal cost);
- upon request, provide information to FRMA members and others about the certification program requirements;
- respond to inquires regarding status of person(s) in certification program;
- provide certificates to those completing program;
- designing re-certification requirements;

Certification Program

- maintaining records of all participants in certification program;
- distributing reminder notices for re-certification deadlines;
- distributing re-certifications to participants

The fee for this proposal is \$5,000 per year and the Association will be invoiced on a quarterly basis. The quoted fee of \$5,000 will be in effect for twelve months after written approval and may be re-negotiated in future years.

Website Status Report

Director Kim Ingram informed the attendees that a date box has been added to the website to indicate when the site was last updated. She requested that updates be forwarded to her by the 1st and the 20th of each month for inclusion on the website. New information will be added to the website within 5 days of receipt.

Newsletter Update

Past President Karene Leworthy stated she would be preparing the January 2006 newsletter. Director Kim Ingram will forward a newsletter template to Past President Leworthy. Vice President Jared Sorensen will provide an article giving a report of the mid-year conference. President Jo Ann Mixon will forward a President's Message for the newsletter. A collection of information of the annual conference will be included in the January newsletter.

Director of Membership

Membership Update

Director Julia Jones noted membership for FRMA is at 200. This total includes 187 renewing members and 13 new members. Director Archie Matthews mentioned that the Bylaws Committee is considering revising the name of the "institution" membership. Several members have found the name confusing.

FRMA Pins and Membership Cards

Director Julia Jones stated that there were 63 FRMA lapel pins remaining to distribute. She gave a report as to the approximate cost of having a newly designed FRMA lapel pin from the vendor who prepared the current style.

Director Archie Matthews moved that Director Jones be permitted to purchase 1000 redesigned FRMA lapel pins. Director Kim Ingram seconded and the motion carried unanimously.

Past President Karene Leworthy moved that the official FRMA logo shall be white, black and gold. Director Kim Ingram seconded and the motion passed.

After discussion, Past President Karene Leworthy moved that Director Julia Jones be given full authority to oversee and buy 1000 membership cards up to \$700. The suggested membership cards will be designed as a white card with black and gold writing.

Director of Administration

Director Archie Matthews gave a status report of the revision of the bylaws. He stated that the committee met in early December to discuss major changes. Director Matthews advised that a final strikethrough version of the revised bylaws would be ready by the end of January.

He commented that review of older FRMA documents will be performed for consideration for historical retention. It was determined that February 28 would be the set deadline for the Board to submit bylaw revisions to Director Matthews. At this time a discussion of bylaw changes was held.

Director of Public Relations

After a brief discussion of vendor participation at the annual conference, Past President Karene Leworthy strongly suggested that the organization only sell vendor spaces for the space that will be available. Further, she suggested that vendors only be allowed to bring tabletop signs.

Director Kim Ingram commented that each vendor booth area is 8 feet wide, allowing for a 6-foot table. It was determined that vendors whom had sponsored a table in the past would be given a \$100 discount from the \$1000 vendor fee. New vendors would be charged the full fee of \$1000.

Past President Leworthy and Vice President Sorenson will be working on a new FRMA Vendor questioner information game where the conference participants will have to find out about vendor products to win a prize.

President's Report

Review of the 2007 Annual Conference Contract

President Mixon Jo Ann gave a full report of the features and amenities of the Sarasota Ritz Carlton. She stated that the organization was given a room rate of \$119 per night plus 10% resort fee and valet parking of \$16 per room night. The tax for food and beverage selections was quoted at 20%.

The preliminary schedule of the 2007 conference allowed for a half day of programs on Tuesday, full day of programs for Wednesday and Thursday, and a wrap-up for the event with a half day of programs for Friday. President Jo Ann Mixon will contact the Ritz Carlton for all available dates in May 2007.

After much discussion, Secretary Young moved that the Sarasota Ritz Carlton be chosen as the host hotel for the 2007 FRMA Annual Conference. Director Matthews seconded, and the motion passed.

A recess was called at 11:40 a.m.; the FRMA board meeting reconvened at 12:35 p.m.

2006 Annual Conference/Business Meeting

President Jo Ann Mixon gave a status report of up-to-date plans for the 2006 Annual Conference and Business Meeting to be held at the Grosvenor Resort in the Walt Disney World Resort in May.

Many suggestions were discussed as to attendee involvement with the vendors who were providing sponsorship at the conference.

Further discussion ensued over the schedule of events through the week of conference. Special activities hosted by the vendors were given consideration. Director Kim Ingram was tasked with speaking with vendors for evening events.

President Jo Ann Mixon spoke on options available for the Association to purchase a customized table cover.

Past President Karene Leworthy moved to approve the purchase of two table covers for six-foot tables in the following design: black cover with gold lettering. Director Archie Matthews seconded and the motion passed.

Future Meeting Date

The next board meeting will be held at the Grosvenor Resort, Orlando, on March 24.

Adjournment

President Mixon adjourned the meeting at 3:00 p.m.

Submitted by

Alice B. Young

FRMA Board Secretary