

**Florida Records Management Association  
14<sup>th</sup> Annual Business Meeting  
Grosvenor Resort, Orlando  
May 4, 2006**

**Call to Order:** President Mixon called meeting to order at 12:15 p.m.

**Introduction of Executive Board**

President Mixon introduced the 2005-2006 FRMA Executive Board as follows:

Jared Sorensen, Vice President

Archie Matthews, Director of Administration

Kimberly Ingram, Director of Public Relations

Julia Jones, Director of Membership

Jennifer Romaker, Director of Programs

Karene L. Leworthy, CRM, Past-President

President Mixon noted that Alice B. Young, Secretary, would join the meeting shortly and noted the absence of Judy Cole, Treasurer.

**President Report**

President Mixon commented on the following topics:

- Newly Established Florida Certified Records Manager
- Mid-Year Seminar, one or two day in November 2006 possibly in St. Augustine
- 15<sup>th</sup> Annual Conference and Business Meeting will be held in Sarasota, last week of May 2007

**Treasurer Report**

On behalf of the Treasurer, President Mixon noted that Treasurer Cole had a new position and was unable to attend. Ms. Mixon noted that updated treasury reports would be made available as soon as possible via the website and indicated that a CPA audit will be conducted prior to transfer of the treasurer responsibilities.

**Secretary Report**

President Mixon noted the minutes were available at the registration table.

**Membership Director Report**

Director Jones recognized Liz Whitaker, Membership Coordinator, and presented an overview of the membership including the following:

- Member year is concurrent with the calendar year (January – December)
- Email is used for confirmation
- New association pins and membership cards have been distributed
- Membership list is updated monthly on the website
- 2007 Renewals to be sent in October
- Reminder to update FRMA mailing address with agency Finance Departments

**Public Relations Director Report**

Director Ingram noted that three newsletters were electronically published for this year, referred the members to check routinely for web updates and job openings posted, and recognized/introduced the sponsor vendors for the conference.

**Program Director Report**

Director Romaker recognized the volunteers supporting the success of the conference and discussed the FCRM program, noting the continued development of the program including the written requirements.

**Records Administration Director Report**

Director Matthews summarized the responsibilities of the position, noting the following endeavors:

- Collection of the records and materials of the association
- Development of a records retention schedule
- Review of the By-Laws (current amendments to be considered later in this meeting)
- Development of operating procedures

**Recess (Luncheon):** 12:45p.m. – 1:15 p.m.

Giveaway drawings were conducted.

**By-Law Amendments**

Director Matthews recognized the Legal Committee, who worked diligently on the By-Laws review and proposed amendments and noted the appropriate members notifications had been made.

On behalf of the Legal Committee and the Executive Board, Director Matthews placed the By-Law Amendments on the floor for discussion.

In addition to the substantive changes noticed to the members, Director Matthews read the following diminutive changes into the record for consideration:

- Article 1, Section 5 – delete “trustee”
- Article 2, Section 2 – add “individual” to describe member
- Article 4, Section 3 – delete “written”
- Article 4, Section 5 – replace “annual” with “regular”
- Article 5A, Section 5 – change FRMA to “Association”
- Article 5B, Section 1, 3 – change annual meeting of the members to “...annual business meeting of the association”
- Article 5C, Section 7 – insert language “election results shall be permanent record of the association”
- Article 5B, Section 5 – replace reliable bank with “insured financial institution”

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Add approval date and acceptance statement with the current President and Secretary's signature.

A motion was made, second, and carried without objection to accept these minor changes.

There being no questions or discussion from the floor, the vote to adopt the amended By-Laws as presented and amended carried without objection.

**Nominating Committee/Election Results**

Nominating Committee Chair Sandra Brophy recognized the committee members and presented the results of the 2006-2007 FRMA Executive Board Election as follows:

Vice President – Gloria Lewis  
Treasurer – Debra Dorè-Thomas  
Director of Programs – Jennifer Romaker  
Director of Public Relations – Kimberly Ingram

A motion was made, seconded, and without objection carried to accept the election results.

President Mixon administered the oath of office to the newly elected board members.

**Open Discussion – Educational Opportunities**

President Mixon invited feedback and suggestions for future educational opportunities.

**Secretary Report**

Secretary Young recapped the past year's meeting activities of the Board.

**Adjournment** - Meeting adjourned at 1:45 p.m.

Respectfully submitted,

*Karene L. Leworthy, CRM*  
On behalf of the Board Secretary