

**FLORIDA RECORDS MANAGEMENT ASSOCIATION**  
**Meeting of the Incoming 2006/2007 Board**  
**Orlando**  
**May 5, 2006**

**Present:** Jo Ann Mixon, President; Gloria Lewis, Vice President; Debra Dorè-Thomas, Treasurer; Archie Matthews, Director of Administration; Kimberly Ingram, CRM, Director of Public Relations; Julia Jones, Director of Membership; and Alice B. Young, Secretary. Absent: Karene Leworthy, Past President.

**Future Board Meeting:** President Mixon inquired among the attendees as to available dates in July for a Board meeting. The July meeting will take place in St. Augustine. Director Romaker was tasked with contacting the St. Augustine site for Friday availability in July.

**Mid-Year Conference:** Director Romaker will check with St. Augustine venue for openings on November 9<sup>th</sup> or 17<sup>th</sup> for the mid-year conference. The Board determined that 60 would be an approximate number of attendees for the conference.

**Membership Concerns:** Director Jones inquired as to the Board's policy on new member and the length of the initial membership. A past treasurer had informed new FRMA members that their new membership would be good for the remainder of the current year plus the whole next year, i.e., if a member joined in October 2005, their membership would be good through December 2006. Membership renewals are due by the end of the current year for the member to remain in "good standing". Discussion ensued on various methods of memberships in the Association.

To assist future concerns, it was decided that several forms would be introduced for use by the Association. These forms and their designer are: membership form (Director Jones), registration form (Director Romaker), and a registration form for credit card payment (Treasurer Dorè-Thomas).

Further, the Board determined that all registrations and other payments, membership or otherwise, must be mailed prior to the deadline established for the function.

**Miscellaneous:** President Mixon distributed copies of the Federal Tax Identification and the State of Florida tax identification for Association use by the board members.

**Next Meeting:** The next meeting will be held in St. Augustine in July.

**Adjournment:** The meeting adjourned at 2:30 p.m.

Respectfully submitted,

*Alice B. Young*  
FRMA Board Secretary