



**EXECUTIVE BOARD  
2006-2007**

JO ANN MIXON, CMC  
PRESIDENT

GLORIA LEWIS  
VICE PRESIDENT

ALICE B. YOUNG  
SECRETARY

DEBRA THOMAS  
TREASURER

KIMBERLY INGRAM, CRM  
DIRECTOR OF PUBLIC RELATIONS

JULIA JONES  
DIRECTOR OF MEMBERSHIP

JENNIFER ROMAKER, CMC  
DIRECTOR OF PROGRAMS

ARCHIE MATTHEWS  
DIRECTOR OF ADMINISTRATION

**Executive Board Meeting**

**Wednesday, November 8, 2006**

11:00 pm to 5:00 pm

The Hilton St. Augustine- Historic Bay Front  
32 Avenida Mendez St. Augustine, FL 32084

1. **Call to Order**
2. **Old Business**
  - a. 2006 Treasurer Audit
3. Approval of Minutes - **Alice Young**
4. Treasurer Report – **Debra Thomas**
5. President Report – **Jo Ann Mixon**
  - a. 2007 Conference Updates / Assignments
6. Vice President Report – **Gloria Lewis**

**Director Reports**

7. Program Chair Report- **Jennifer Romaker**
  - a. Review of the 2006 Annual Meeting
  - b. 2006 Mid-Year Conference Report
  - c. Update on FCRM Certificate Program
  - d. Assignments for the Mid-Year Conference
  - e. 2007 Annual Conference Program
8. Public Relations Report – **Kimberly Ingram**
  - a. Newsletter / Website Report
9. Membership Report – **Julia Jones**
10. Administration Report – **Archie Mathews**

**New Business**

11. Set a time and place for the next Board meeting
12. Adjournment
13. Assemble instructional materials for Mid-Year Conference

If you are unable to attend this meeting please email your reports to the Board by 11-1-2006.  
Revised 9/28/2006