



Florida Records Management Association

Board Meeting

May 28, 2007 • 3:00 pm – 5:00 pm

Meeting to be held at the Ritz Hotel

Sarasota FL 34234

Agenda

1. Call to Order
2. Director Reports
 - a) Treasurer
 - b) Membership
 - c) Administration
 - d) Public Relations
 - e) Programs
 - 2007 Annual Conference
3. Approval of Minutes
4. Conference Assignments
 - a. compile conference packets
 - b. registration table
 - c. hospitality events
 - d. catering
 - e. vendor
 - f. prizes
 - g. printing
 - h. introductions
 - i. shirt sales
 - j. UCF certification information