

FRMA Incoming Board Meeting

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FLORIDA RECORDS MANAGEMENT ASSOCIATION
INCOMING BOARD MEETING
Thursday, May 22, 2008

APPROVED MINUTES
Daytona Beach Hilton, Daytona Beach, FL

The meeting was called to order by President Gloria Lewis at 6:31pm. Those attending included Gloria Lewis, President, Patrick Mudd, Vice President, Rita Smith, Treasurer, Archie Matthews, Director of Administration, Kimberly Ingram, outgoing Director of Public Relations, and Sandra Tuller, Secretary. A quorum was present. Board members absent were Teresa Aguiar, Director of Membership, Pamela Luckie-Latimore, Director of Programs, Waletta Dunn, Director of Public Relations, and Jo Ann Mixon, Past President.

No formal agenda was provided.

President

President Lewis proposed raising the FRMA membership dues as follows, effective for 2009 membership renewals:

- Individual Membership - \$40.00
- Institutional Membership - \$65.00
- Corporate Membership - \$100.00

The proposal was unanimously accepted by the Board, and will become effective for 2009.

Vice President

Vice President Mudd stated that several members had expressed concern regarding the feasibility of holding a mid-year conference for 2008, and suggested that FRMA consider cancelling the 2008 mid-year. The members stated that their offices are cutting back, and funding is not available to support their participation in a mid-year event. We will survey the membership in order to determine the general consensus regarding the status of a 2008 mid-year event.

Treasurer

Treasurer Smith stated that she would like to see FRMA do outreach to other governmental offices, such as Tax Collector and Supervisor of Elections, in order to advertise our offerings and gain new members. Treasurer Smith suggested that we could scan our brochure and e-mail it to targeted offices throughout the state. We can utilize the website myflaco.com in order to compile a list of e-mail addresses. Treasurer Smith also suggested that we provide a set of basic records recovery forms, with instruction, for the benefit of our members who are new to the profession.

Secretary

Secretary Tuller stated that she will write thank you notes to the vendors and speakers who participated in the 2008 FRMA Annual Conference. The thank you notes will be mailed within one week. Secretary Tuller further stated that she will contact those vendors

who participated in the 2008 FRMA Annual Conference who have not yet provided their logo for website advertising purposes.

Director of Administration

Director Matthews explained the "Duties and Responsibilities of the Executive Board Members" document that was drafted by the Legal Committee. Director Matthews stated that the "Duties and Responsibilities of the Executive Board" can be updated to include a performance contract for directors and officers. The performance contract could be customized according to the duties and responsibilities attributed to each Board seat, and distributed to each Board member for signature and notarization. The performance contract must be signed, notarized, and returned within 30 days. Failure to return the performance contract within the 30 days constitutes resignation. **Director Matthews made a motion to update the "Duties and Responsibilities of the Executive Board" to include a performance contract, to be adopted as Board policy, which will be distributed to incoming Board members, which must be signed, notarized, and returned to the Director of Administration by each Board member within 30 days; failure to sign, notarize, and return within 30 days to be deemed as resignation. The motion was seconded by Vice President Mudd. Motion carried. Director Matthews will write the performance contract, and will forward to all currently seated Board members for signature, notarization, and return within 30 days of mailing.**

Director of Programs

Director Luckie-Latimore was not in attendance.

Director of Membership

Director Aguiar was not in attendance.

Director of Public Relations

Director Dunn was not in attendance.

Immediate Past President

Immediate Past President Nixon was not in attendance.

UCF

The following issues regarding the FCRM certification through UCF were addressed and earmarked for future discussion:

- The number of non records related hours required in order to obtain FCRM certification is not governed by UCF. FRMA sets the requirement for non records related classes that must be taken in order to achieve FCRM certification.
- Consider permitting FRMA members to take "basic" certification classes elsewhere, to be counted toward FCRM certification with proper documentation and processing fees
- Consider the possibility of offering the same course in different areas, on different dates. Members could earn FCRM credit

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through documented attendance at the session closest to their home location. We will survey the membership in order to determine if this class structure would be supported.

Membership Survey

The membership will be surveyed in order to determine their position regarding the mid-year event and the possibility of holding sessions in separate locations. The survey will contain the following three questions:

- Should FRMA hold a 2008 mid-year conference
- Would you rather continue with the current format of two conference events per year (annual and mid-year), or would you rather have one longer conference event per year, which would offer the same number of FCRM credits as are currently offered through an annual and a mid-year conference
- Would you support holding the same seminar in different locations at different times, allowing FRMA members to receive credit for attending the session that is closest to them

The survey will contain a line asking members to complete the survey and send it back to Vice President Mudd by June 21, 2008.

Vice President Mudd will prepare the survey, and will distribute it to the Board for approval. The survey will be sent to Liz Whitaker in PDF form for e-mail broadcast to the membership by close of business June 2, 2008, or on the morning of June 3, 2008, provided that no contract for mid-year has been signed at that time. President Lewis stated that she will call the new Board members to welcome them, and will explain the survey to them.

2009 Annual

President Lewis stated that we need to begin planning now for the 2009 Annual Conference. Secretary Tuller stated that she will contact a colleague, Richard Ginski, to see if he would be interested in conducting a session on network security.

New Business

The possibility of establishing a Legislation Committee, a suggestion submitted by Member Timothy Wilhelm to Secretary Tuller, was addressed. The matter will be discussed in greater detail at a later Board meeting.

The next Board meeting was set for 2:00pm on June 30, 2008. The meeting will be conducted via conference call, and will last one hour. President Lewis will e-mail all Board members with the telephone number and conference code.

The meeting was adjourned at 8:25pm.

Respectfully submitted,

Sandra Tuller, CP, FCRM
Secretary