

**Florida Records Management Association
Board Meeting February 22, 2008
St. Johns River Water Management District
Altamonte Springs**

Present:	Gloria Lewis, President; Patrick Mudd, Vice President; Archie Matthews, Director of Administration, Kimberly Ingram, Director of Public Relations, Pamela Latimore, Director of Programs and Jo Ann Mixon, Past President
Absent:	Sandy Tuller, Secretary, Teresa Aguiar, Director of Membership and Debra Dore-Thomas, Treasurer

Call to Order: The February 22, 2008, FRMA board meeting was called to order at 10:33 a.m.

Treasurer's Report

Vice President Mudd submitted a computer printout of the FRMA Bank statements in the absence of Treasurer Dore-Thomas. Balance \$23,310.06. Discussion was held regarding Treasurer Debra Dore-Thomas holding 2007 conference membership checks and not depositing them into the FRMA bank account. Vice president Mudd has asked several times for Treasurer Dore-Thomas to release these checks and Vice president Mudd stated he has not had any contact from treasure Dore-Thomas in one month; she has not returned his telephone calls.

Director of Public Relations Ingram, made a motion to remove the Treasurer Debra Dore-Thomas from office for the lack of communicating to the board, not depositing the organizations May 2007 conference checks into the bank account, not submitting Treasurer reports or conference close out reports, not paying the FRMA bills on time, not producing bank statements, and missing multiple board meetings. The motion was seconded by President Lewis. Motion carried unanimously.

Recess 10:45 a.m. – Resumed 10:50 a.m.

Discussion was held regarding closing the current bank account and opening a new account with President Lewis and Vice president Mudd to be placed on the account and everyone on the account should be bonded. Vice President Mudd and President Lewis will set up an appointment with Bank of America to close and open the FRMA bank account.

Director Matthews made a motion to close the old account and open a new account with Bank of America. President Gloria Lewis and Vice President Mudd will be the signers on the account. Everyone that has access to the FRMA account will be bonded with the State of Florida and FRMA will pay the bonding cost. Motion was seconded by Director Latimore. Motion carried unanimously.

Discussion was held regarding appointing an interim Treasurer.

Director Matthews made a motion to appoint Vice President Patrick Mudd as the interim Treasurer for FRMA business until an elected treasure is appointed. Motion was seconded by Director Ingram. Motion carried unanimously.
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Treasurer's Report continued

Discussion was held regarding membership payments/ Annual registrations payments being sent to a new P.O. Box: P.O. Box 1908 Keystone Heights, Florida 32656. President Lewis will send a forwarding address change to the Margate post office. FRMA will keep the Margate post office account open until the account is due for renewal. All mail received at the new post office box President Lewis will forward to the interim treasurer, membership or respective board members.

A certified letter will be drafted and submitted to the board for approval. After approval the letter will be sent to Treasurer Debra Dore-Thomas, advising her of termination from the board and requesting Treasurer Debra Dore-Thomas to submit any/all records, and items belonging to FRMA within 30 days from receipt of the letter.

President Lewis submitted a bill from UCF University of Central Florida regarding the mid-year speaker fees for \$1,000.00. Vice president Mudd accepted the invoice and will pay via FRMA credit card.

Director of Administration

Director Matthews submitted the bylaws changes for the annual conference.

Changes:

Page 5 Section 2: add Director of Education

Page 7 Section 5: Monies shall be disbursed by numbered checks signed by the Treasurer, the President or the Vice President. These three officers shall serve as authorized signers on all financial documents. All authorized singer on the finical documents shall be bonded.

Page 7 Section 6: a: An annual audit and any special audits

Page 7 Section 6: e: Director of Education shall be responsible for coordinating the educational activities of the organization. Including, but not limited to: coordinating, contacting, and scheduling speakers at the annual and Mid-Year conferences. Negotiating, on behalf of the board, contracts with educational institutions, determining the eligibility of courses and instructors, coordination of disbursement of certificates, CEUs, and other educational achievements. The Director of Education shall serve as chairman of the Education Committee. He shall serve a two-year term, being elected every even numbered year.

Page 8 Section 2: five (5) directors, Director of Education added

Director Matthews will make changes and bring the bylaws to the next board meeting.

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Director of Public Relations/ Website & Newsletter Update

Newsletter articles from the board are due to Director Ingram by March 10, 2008 by noon. The bill for the website to make the site private has not been paid. Vice President Mudd asked to have the invoice email sent to him and he will take care of getting the account paid.

Vendor cost:

\$700.00 vendor sponsorship will receive the following: After conference newsletter advertisement, website advertisement for 1 year, vendor table and a link to the vendor website.

\$500.00 sponsorship consists of a vendor table at the conference or sponsorship of a break.

Director of Membership

Director Aguiar joined the meeting via conference call.

33 New members

192 Membership renewals

225 total membership

Received 8 ballots for the following nominations:

5 for Treasurer

7 for Director of Public Relations

8 for Director of Programs

Director Aguiar mentioned that the members are calling and asking why they have not received their membership packets and their checks have not been deposited. The last memberships were received January 2008. The membership committee has not heard from Treasure Dore-Thomas since the end of January.

A reminder was sent on 2/21/08 for the membership to submit ballots; an additional reminder will be sent to membership today advising them the nomination process will end at midnight 2/22/08.

Past President Mixon ask Director Aguiar to remove Jane O'Conner from the Town of Longboat key membership listing and use Trish Granger or Jo Ann Mixon as the primary member.

Director Aguiar will submit the new member's names and work locations to Director Ingram for the next FRMA newsletter.

Past President

Past President Mixon delivered boxes of polo shirts for Director Matthews to place in storage. Director Matthews will bring the polo shirts to the annual conference. The prepaid polo shirts will be mailed to the members by Past President Mixon and the orders without addresses will be given to Director Matthews to mail out. Extra polo shirts were ordered and will be on sale at the annual conference.

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Vice President's Report / Mid-Year Conference Update

Discussion was held regarding positive responses from the mid year conference on the speaker selection and hotel accommodations. Director Latimore advised the board there was a mix-up with the Regal Sun. Treasurer Dore-Thomas had paid, by check, a deposit, and \$3,250 will be added back to FRMA account. The total bill for Regal Sun was \$4,933.13. \$20.00 was put on to the master account by Director Latimore for valet parking in error. Director Latimore will pay Vice President Mudd the difference today. President Lewis asked that Director Latimore request a letter from the Regal Sun to submit to Director Matthews for FRMA official records. Vice President Mudd reported the Mid-Year conference had a total of 91 attendees.

Director of Programs

Director Latimore asked if we were going to have the 2008 Mid-year at the Regal Sun this year. The board unanimously agreed to have the 2008 mid-year the last week of October or the first week of November 2008. Director Latimore will check with the Regal Sun to see if they have availability for this year's mid-year conference and Director Latimore will report to the board of her finding by March 7, 2008.

Future Conference Dates

2008 Daytona Beach or Orlando - Mid-Year conference
2009 St. Petersburg - Annual & Mid-Year
2010 Boca Raton - Annual & Mid-Year
2011 Orlando - Annual & Mid-Year
2012 Tampa - Annual & Mid-Year

Discussion was held regarding future conference dates. A committee was formed that consists of Vice president, Patrick Mudd, Director Kimberly Ingram, Secretary, Sandy Tuller, Director Archie Matthews and Director Latimore to locate future conference sites.

The next scheduled board meeting will be held in Daytona Beach at the Hilton Daytona Beach Oceanfront Resort April 4, 2008 at 3:00 pm. The board will tour the facilities and the board meeting will follow. President Lewis will be forwarding an agenda for the board meeting.

2008 Annual Conference

Discussion was held regarding the 2008 annual conference registration cost. The cost will be \$150.00. **There was a unanimously consensus to change the registration cost to \$150.00.**

Director Ingram made a motion to have the FRMA 2008 Annual conference at the Daytona Beach Hilton and the motion was seconded by Director Matthews. Motion carried unanimously.
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Approval of Minutes

Approval of the January 17 and 18, 2008 minutes.

Director Latimore made a motion to accept the January meeting minutes and the motion was seconded by Vice President Mudd. Motion carried unanimously.
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Recess 12:20pm – Resumed 12:35pm

Past President Mixon was excused from the meeting.

2008 Annual Conference Assignments

Kimberly Ingram: Hotel

Hotel contract – Receive the contract for the President to sign
Hotel contacts – Kimberly Ingram – Gloria Lewis – Patrick Mudd
Hotel conference room assignments – Room Locator
Hotel Catering – Ordering Food
Full breakfast Tuesday-Wednesday Thursday Lunch & Business meeting
Continental breakfast Thursday & Friday
Hotel Signage - Make sure signage's are on rooms for conference sessions
Order: board speaker /Board gifts/ bags etc.
Lanyard black with gold FRMA logo – 300
Tote bags reversible or binders
Newsletter- prior to conference newsletter
Vendors – Kimberly Ingram & Sandy Tuller cost: \$700 = website & vendor table & link to vendor website or 500 only vendor conference table

Patrick Mudd: Registration and attendance

Create a budget
Program contact for brochure
Take in check
Deposit checks
Keep registrations an updated listing
Update the board weekly on conference status
Badges & Certificates of Attendance – Place the FRMA membership numbers on the badges

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2008 Annual Conference Assignments continued

Pamela Latimore: Speaker/ Conference Program

Create the conference program daily schedule
Send invitations to speakers
Select Key note speaker (Business Meeting)
Select speakers & contact speakers & confirm speakers
Legislative update – Pat Gleason (Attorney General Office)
Get speaker information to make reservation for speakers (send to Kim)
Get speakers Bios for introductions
Get speaker power point presentations
Create a survey for the conference – class specific & general hotel survey
Identify any AV needs (Computers, microphones etc) – give the listing of AV need to Kim Ingram by May 1, 2008
And any other Program duties that arise

Gloria Lewis: Responsibilities

Work with UCF maintain data base for member sign-in
UCF Certificates
Sign Attendance Certificates (to be handed out at conference)
Develop a brochure/ registration form for the annual conference – must have a place for member number
Registration form must have members sign up for particular sessions & if they are a first time attendee
Put together program handouts and have them printed
Presidents Award
Prepare agenda for Business meeting
Conference Newsletter – speaker listing, vendor listing, and president welcome message must be placed in conference binders

Teresa Aguiar: Volunteer responsibilities

Responsibility for soliciting volunteers
Create a volunteer listing
Assign volunteers to introduce the speakers at conference
Assign volunteers to be session monitors (pass out and collect surveys)
Assign volunteers for the registration table and to pass out bags etc.

Discussion was held regarding member numbers to be placed on the conference badges, on the registration form and on the sign-in sheets. A space will be placed on the registration form to identify new members; members must sign up for particular sessions so that we can have an accurate session count. Director Matthews will advise Director Ingram on how many extra binders and other items we have in storage prior to ordering conference supplies.

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Attachments:

Bank of America Balance Summary

6/11/2008 audit of Check book used and available checks updated 1/13/2008

Proposed Bylaws.

Old Business:

Discussion was held regarding Pamela Latimore FCRM credit hours transcripts from UCF. A second verification of signatures was conducted with the May 2006 sign-in sheets by Director Matthews, Director Ingram, Vice President Mudd and Director Latimore. It was a consensus that Director Latimore attended a majority of the sessions; however, there were sheets without her signature of attendance on them. This is a requirement of UCF University of Central Florida to receive participation credits for the FCRM certification. President Lewis will write a letter of clarification to City of Miami, Pricilla Thompson, City Clerk; 3500 Pan American Drive, Miami, Florida 33133 explaining the credit hour process. President Lewis provided Director Latimore with a copy of the UCF transcripts to give to her employer.

Adjournment

The FRMA board meeting was adjourned at 3:00 pm.

Submitted By: *Kimberly Ingram CRM, Director Public Relations*
(In the absence of Secretary Sandy Tuller)