

MINUTES OF THE FLORIDA RECORDS MANAGEMENT ASSOCIATION (FRMA) BOARD OF DIRECTORS, HELD MARCH 26, 2004

Present: President Karene Leworthy, Vice President Shawn Scott, Treasurer Trish Galbraith, Past President Kimberly Ingram, Directors Jill Divens, Gloria Lewis, Liz Whitaker

Absent: Secretary Jo Ann Mixon

Location: Embassy Suites Hotel, Boca Raton, Florida

**Call to Order**

President Leworthy called the FRMA Board of Directors meeting to order at 9:20 AM.

**President Announcements**

President Leworthy announced that those who wish to have Annual Conference volunteers recognized should forward the information to her as early as possible.

Director Divens discussed the Volunteer sign-up book that will be used at the upcoming Annual Conference. The book contains the sign-up sheet the volunteer fills out and a job description for each of the various volunteer positions.

**Website History**

President Leworthy requested a brief review of the recent history of the FRMA website. Past President Ingram provided the time line from a contract being signed in November 2003 with RMT for web design, to current, with the website up and operational.

Discussion was held regarding sponsors at the Annual Conference receiving a free spot on the FRMA website.

Past President Ingram indicated that all website updates must be received by Noon, the 2<sup>nd</sup> Wednesday of each month.

Discussion was held regarding the change in ownership of RMT to ASTROWEB. FRMA's current web designer has left RMT and will be moving to New York State. FRMA will continue to communicate with Kurt Stevenson of ASTROWEB from his new location. FRMA's current contract with RMT will be honored by ASTROWEB for web support until December 2004.

**Position Descriptions**

President Leworthy noted that procedures for each position on the Board should be in writing.

**Vice President's Report**

Vice President Scott distributed copies of by-law changes previously discussed and compiled by Director Whitaker. Discussion ensued regarding the ramifications of the proposed

changes. In addition, the possibility of staggered 2-year terms for President/Secretary in odd years and Vice President/Treasurer in even years was raised.

President Leworthy questioned the need for Directors and Past President to also be 2-year terms. Further discussion was held as to whether 2-year terms would negatively effect the nomination process. The idea of having liaisons in City Clerk, Court Clerk and Law Enforcement agencies would be a positive way to generate member interest in holding office.

Additional discussion was held on the issue of adding a fourth Directors position.

**It was moved by Director Divens, seconded by Treasurer Galbraith proposing an amendment to the FRMA By-Laws for the addition of a fourth Directors position. Motion carried unanimously on voice vote.**

Further discussion ensued on the benefits of a fourth Directors position. It was agreed that the position would supplement administrative and operational duties that arise throughout the year due to continued growth of the organization and that it would provide continuity.

**It was moved by Director Lewis and seconded by Past President Ingram proposing an amendment to the FRMA By-Laws to establish staggered two-year terms in the following manner:**

<b>President, Secretary and 2 Directors positions</b>	<b>Elected in Odd Years</b>
<b>Vice President, Treasurer and 2 Directors positions</b>	<b>Elected in Even Years</b>

**All positions would carry a two (2) consecutive term limit.**

**Motion carried unanimously on voice vote.**

Further discussion was held regarding the benefits to the organization through consistency and continuity of leadership in day-to-day operations.

**It was moved by Director Lewis and seconded by Director Divens proposing an amendment to the FRMA By-Laws to change the due dates for membership fees to January 1<sup>st</sup> of each year, beginning January 1, 2005. Motion carried unanimously on voice vote.**

Director Divens suggested that the Board acknowledge the on-going efforts of the membership to put forth changes to the By-Laws for the benefit of the organization.

### **Secretary's Report**

No report was presented.

## **Treasurer's Report**

The Treasurer's report was submitted. Treasurer Galbraith reported the current financial expenditures for the conference and requested approval for payment. The expenditures included the FRMA shirts and water bottles to be sold at the Annual Conference and several miscellaneous conference expenses from Director Divens.

**Vice President Scott moved to approve the expenditures and Past President Ingram seconded. Motion carried unanimously on voice vote.**

Treasurer Galbraith reported registrations for the Annual Conference at 79, including 12 sponsors and 3 vendors. Director Divens requested copies of sponsor registrations for herself and Director Lewis.

Director Lewis requested a check for the shirts and water bottles so that she could hand deliver the check and pick-up the items.

**Director Whitaker moved to approve the Treasurer's report and Director Lewis seconded. Motion carried unanimously on voice vote.**

## **Director of Membership**

A report was submitted that indicated no one had been nominated for the Treasurer's position. It was recommended that nominations be accepted from the floor during the Annual Meeting. Discussion was held regarding the fact that the nominee would need to be present at the Annual Meeting to accept the nomination and that they would need to be a member in good standing. It was also recommended that Elaine Knight; Membership Chairwoman should describe the parameters of the job to the membership. Upon further discussion, it was decided that after the new Executive Board is announced President Leworthy would present the parameters of the Treasurer's duties and open nominations from the floor.

**It was moved by Director Divens and seconded by Director Whitaker to accept open nominations for the Treasurer's position at the Annual Meeting. And further that the President would handle the process which would follow the introduction of the new Executive Board. Motion carried unanimously on voice vote.**

It was requested that Director Whitaker provide 10 CD's of the FRMA membership for distribution to conference vendors.

## **Director of Public Relations**

Discussion ensued relating to the FRMA Newsletter. It was felt that a newsletter should go out before the Annual Conference. It should contain information about the conference, a year in review section, information about the open Treasurer's position and proposed By-Laws changes. President Leworthy requested that all Board members submit articles to Director Lewis by April 2<sup>nd</sup>. The newsletter should be provided in paper form and mailed by April 15<sup>th</sup>.

Discussion was held regarding the price to charge for FRMA shirts and water bottles. It was decided to charge \$15 for shirts and \$5 for water bottles. It was also decided that information about the availability of shirts and water bottles be added to the FRMA web site and included in the upcoming newsletter. A disclaimer stating that the proceeds from sales of these items will be used to support the FRMA Mid-year Conference should be included in any publication.

### **Director of Programs**

Director Divens reviewed the Conference agenda with Board members.

**Director Lewis moved to waive Program Director Divens registration fee for the Annual Conference. Treasurer Galbraith seconded the motion.**

**Discussion: Let it be noted that Director Divens reserved her vote to avoid a conflict of interest.**

**Motion carried unanimously on voice vote.**

No further discussions ensued.

**President Leworthy motioned for adjournment.**