

MINUTES OF THE FLORIDA RECORDS MANAGEMENT ASSOCIATION (FRMA)
EXECUTIVE BOARD OF DIRECTORS, NOVEMBER 18, 2003

Present: President Karene Leworthy, Vice President Shawn Scott, Secretary Jo Ann Mixon, Past President Kimberly Ingram, Director Liz Whitaker

Absent: Treasurer Pat Galbraith, Directors Jill Divens and Gloria Lewis

Location: Safety Harbor Resort, Safety Harbor, FL

Call to Order

President Leworthy called the FRMA Board of Directors meeting to order at 6:00 PM.

1. President Appointments and Announcements Introduction & Installation of Vice President

President Leworthy introduced and installed Shawn Scott as FRMA's Vice President confirming the email vote of the Executive Board. Ms. Scott replaced Cattie Evans who resigned from this position.

2. Mid-Year Seminar (Joint with ARMA)

Discussion was held regarding FRMA member participation in the mock trial; four volunteers were needed. Past-President Ingram volunteers to participate in the mock trial.

There was consensus to discuss the Joint Mid-Year Conference after the conclusion of the FRMA Executive Board Meeting of November 18, 2003; input from the Tampa Bay Chapter of ARMA was needed.

3. Secretary's Report - Approval of 09-12-2003 Minutes

Secretary Mixon distributed the 9-12-2003 FRMA Executive Board Meeting minutes.

It was moved by Ms. Ingram, seconded by Ms. Whitaker, to approve the minutes as submitted. Motion carried unanimously.

Secretary Mixon advised that she would email the 2003 FRMA Executive Board minutes to Vice President Scott to update Ms. Scott on the decisions and actions of this Board.

4. Director of Membership's Report

a) New Member Packets

Director Whitaker distributed the updated Membership Directory and noted there were 290 FRMA members. She explained when membership applications were received a welcome letter, the by-laws, a newsletter, conference information, and a membership pin were mailed to the new member.

Discussion was held with respect to utilizing an email process for membership due notices and general information.

b) Nominating Committee & Process

Discussion ensued regarding the Executive Board nominating process, timeline for the election, and email notification to the nominees. It was noted approximately two to three weeks would be available for a nominee to respond (via email or telephone) to Nominating Committee Chairperson Elaine Coats. It was decided if a nominee did not respond within the allotted time period, non-response would be the same as a decline to run notification.

There was consensus to follow the suggested timeline and notify the nominees via an email process.

c) Directory

Director Whitaker stated the current Membership Director would be available at the Mid-Year Conference registration desk for members to review and make corrections if necessary.

5. Director of Public Relations' Report

President Leworthy advised Gloria Lewis was in transit to this meeting and hopes to arrive shortly.

a) Newsletter

Discussion was held regarding the draft newsletter that was sent via email to the Executive Board. President Leworthy indicated Public Relations Director Lewis would bring newsletters to the Mid-Year Conference for distribution. Discussion ensued with respect to Executive Board members contributing to the newsletter by writing articles and forwarding records management information to Ms. Lewis.

b) Website

President Leworthy indication a number of discussions was held with Ms. Lewis regarding the development of the FRMA website. The Executive Board discussed the status of the FRMA website, proposals from Records Management Technology and Verio/NTT Web Hosting (George Divens) to host and maintain the FRMA website, and completing this process with a "start-up" date of January 5, 2004. Additional discussion was held regarding the issues connected with a website hosted by a members husband.

It was moved by Ms. Whitaker, seconded by Ms. Scott, to allow Kim Ingram to review the proposal from Records Management Technology, and negotiate a contract that was consistent with the FRMA Executive Board's direction that was reached at the September 12, 2003 Board Meeting. Motion carried unanimously.

It was noted that the Executive Board would approve the contract via the existing email voting procedure.

c) Advertising Opportunities

This issue was forwarded for discussion at the January 23, 2004 Executive Board meeting.

d) Brochure

This issue was forwarded for discussion at the January 23, 2004 Executive Board meeting.

e) Merchandise Sales

President Leworthy indicated FRMA merchandise (brief cases, binders, and water bottles) would be available for sale at the 2003 Mid-Year Conference. Discussion ensued regarding merchandise prices.

There was consensus to establish the following merchandise prices: Brief Cases \$15.00; Binders \$10.00; Water Bottles \$2.00.

6. Director of Programs' Report – 2004 Conference

President Leworthy reported that Director Divens was unable to attend; however, Ms. Divens provided the 2004 Conference outline for review.

Discussion was held with respect to the 2004 conference. Registration fees were confirmed at \$120.00 for members and \$145.00 for non-members. The timetable was reviewed. It was noted Director Divens has prepared an outstanding status report regarding this event.

7. Treasurer's Report

President Leworthy indicated Treasurer Galbraith was unable to attend due to a scheduling conflict; all items related to the Treasurer's Report were deferred to the January 23, 2004 meeting.

8. Vice President's Report

President Leworthy reported she would review the Vice President's duties and update Ms. Scott on the FRMA By-Law Amendments.

9. Past President's Report

Past President Ingram reported the 2003 Mid-Year Conference materials were purchased and the name badges were completed.

10. Establishing Meeting Date

President Leworthy stated the next FRMA Executive Board meeting would be held on January 23, 2004 at the Longboat Key Town Hall.

15. Adjournment

The FRMA Executive Board Meeting was adjourned at 7:40 PM.

Jo Ann Mixon, FRMA Secretary 2003-2004