

MINUTES OF THE FLORIDA RECORDS MANAGEMENT ASSOCIATION (FRMA) BOARD OF DIRECTORS, SEPTEMBER 12, 2003

Present: President Karene Leworthy, Secretary Jo Ann Mixon, Directors Jill Divens, Liz Whitaker, Gloria Lewis, Past President Kimberly Ingram, (Treasurer Pat Galbraith arrived 10:30 AM)

Absent: Vice Chairman Cappie Evans,

Also Present: Leu Freycinet, (Peggy Geesey arrived at 10:30 AM)

Location: St Johns Water Management District Office, Altamonte Springs, FL

Call to Order

President Leworthy called the FRMA Board of Directors meeting to order at 10:10 AM.

1. President Appointments and Announcements

President Leworthy announced that Elaine Knight was selected as the Nominating Committee Chairperson; committee members are Julia Jones and Tom McKendree.

Discussion was held regarding establishing nominating guidelines. The nomination deadline was established as 02-13-2004; Ballots would be sent 04-01-2004.

2. Disaster Recovery Grant

Discussion ensued with respect to the Disaster Recovery Grant. It was noted that this session would provide tools to develop a Disaster Recovery Plan, and the number of participants was limited to 25; this event would be all day on the last day of the annual conference.

3. Web Site Development

Past President Ingram discussed three available options: (1) have FRMA members build the website; (2) hire a website designer and provider; (3) buy a site already complete. Discussion ensued regarding developing a RFP (Request for Proposal) with a 30-day response period, and establishing an effective on-line date of 01-01-2004.

It was moved by Ms Divens, seconded by Ms Whitaker, to accept Option 2 and search for a website designer and provider. Motion carried unanimously on voice vote.

4. Mid Year Conference

Discussion was held with respect to a Joint Conference with the Tampa Bay Chapter of ARMA. It was established the Mid-Year Conference would take place on 11-19-2003 and 11-20, 2003; the first day of the conference would be a seminar-style event, and the second day would be a mock trial. Discussion ensued regarding FRMA and ARMA being responsible for a 50-50 split on all expenditures and profits, membership participation, and speakers. Karene Leworthy indicated she would conduct a Basics of Records Management session on

the first day of the conference. Past President Ingram would assist with the planning of this event. Director Divens was asked to check on the continuing education credits with ICRM.

5. Secretary Report

Secretary Mixon distributed copies of the 08-01-2003 Board of Directors Meeting minutes.

It was moved by Ms. Ingram, seconded by Ms. Divens, to accept the minutes as submitted. Motion carried unanimously on voice vote.

Discussion was held regarding a submittal for the newsletter highlighting the action of the Board of Directors. Treasurer Gilbrath asked it be noted the FRMA Minutes Book was forwarded to President Leworthy for storage.

6. Treasurer's Report

The annual conference expenditure proposal was distributed. Discussion ensued. Treasurer Gilbrath requested a list of all FRMA assets and the location of same be sent via e-mail no later than 09-30-2003.

7. Director of Membership - Dues

Discussion was held regarding separating the collection of membership dues from conference fees. It was noted membership dues paid in May 2003 would be extended to December 31, 2004. All memberships are maintained on a calendar year; members accepting a nomination for a board position are required to be in good standing with paid membership dues. A membership booth with FRMA representatives would be established during the Mid-Year Conference.

8. Director of Programs – Annual Conference

Discussion was held regarding the proposed program for the Annual Conference to be held in May 2004. Session topics were discussed. President Leworthy suggested that the agenda for the May 2004 Annual Conference include a Business Meeting for the outgoing Board of Directors, as well as a Meeting for the incoming Board of Directors. Further discussion regarding the Annual Conference would be held.

A recess was called at 12:15 PM; the FRMA Board meeting reconvened at 12:30 PM.

9. Annual Conference Vendors and Sponsorship

Discussion was held with respect to vendor participation and sponsorship of events at the Annual Conference. Vendors would be highlighted in the newsletter as well as announced at the beginning of the conference. Vendor signage would be designed by Public Relations Director Lewis along with committee members Peggy Geesey and Leu Freycinet. A lengthy discussion was held regarding vendor booth prices, vendor-sponsored events, booth sizes, and vendor recognize methods.

It was moved by Ms Mixon, seconded by Ms Divens, to charge \$1,000 per vendor to participate in the 2004 Annual Conference. Motion carried unanimously on voice vote.

Further discussion was held regarding notification of this opportunity to vendors. Public Relations Director Lewis was asked to prepare a vendor letter and distribute it to the Board of Director for review no later than 10-01-2003; letters are to be mailed the week of 10-13-2003. Director Divens was asked to email the FRMA graphic to Ms. Lewis.

10. Newsletter

A discussion ensued with respect to development of the FRMA newsletter. It was agreed that the following features would appear in the newsletter: Presidents Message, Secretary Report, CRM Column, Ask the Professionals, New Members, and Accomplishment Corner. Director Lewis asked that each board member forward the necessary articles so that the newsletter could be designed.

There was consensus that articles would be sent to Director Lewis before October 1, 2003, the newsletter would be mailed out by October 15, 2003; this newsletter would include general information regarding the mid-year conference.

There was consensus that all FRMA historical documents should be centralized so that a library could be established.

11. 2004 Annual Conference Advertisement and Marketing

Discussion was held regarding the 2004 Annual Conference materials the board wished to purchase. The style, color, and sizes of FRMA shirts to purchase were discussed.

There was consensus that a notebook-style binder with plastic sheets that would accommodate business cards would be provided to all participants.

It was moved by Ms Whitaker, seconded by Ms Ingram, to expend a maximum of \$3,000 to purchase FRMA shirts. Motion carried unanimously.

12 Membership

Discussion was held regarding committee member volunteers, and sending acknowledgement letters.

There was consensus that Secretary Mixon would write appointment letters regarding the Nominating Committee chairperson and committee members. The letters would be sent to President Leworthy for signature and mailing.

Discussion was held regarding FRMA scholarships. Director Whitaker asked that suggestion regarding this issue be sent to her via email.

Discussion ensued with respect to membership dues and their effective date; membership dues would not be included in the annual conference registration. Further discussion regarding this issue would be held.

Past- President Ingram left the meeting at 2:00 PM.

13. Election Procedures

Discussion was held with respect to the FRMA Executive Board election process, notifying successful candidates, and when the ballots would be opened. Director Whitaker stated she would discuss this issue with the Nomination Committee for suggestions.

14. Setting Next Board Meeting Date

President Leworthy stated the next FRMA Executive Board meeting would be held on November 18 at the Mid-Year Conference location.

15. Adjournment

The FRMA Executive Board Meeting was adjourned at 2:30 PM.

Jo Ann Mixon, FRMA Secretary 2003-2004