

**FLORIDA RECORDS MANAGEMENT ASSOCIATION  
EXECUTIVE BOARD MEETING  
June 25, 2004**

Present: President Karene Leworthy; Vice President Jo Ann Mixon, Secretary Nancy McConkey; Treasurer Judy Cole; and Directors Kim Ingram and Tracy Swank.

Absent: Director Archie Matthews.

Location: Orange County Comptroller's Office, Orlando, Florida.

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*Meeting began at 10:22 a.m.*

#### PRESIDENT'S REPORT

President Leworthy reported that she received another check in the amount of \$225 for the November 2003 Mid-Year Joint Conference with ARMA, which brings FRMA's total to approximately \$600. The accounting of that seminar is now officially closed.

President Leworthy stated that in recent discussions with ARMA leadership, they expressed an interest in partnering again with FRMA to produce another joint conference in November, possibly the 18<sup>th</sup> and 19<sup>th</sup>. All Board Members agreed to proceed with those plans. President Leworthy appointed Vice President Mixon to be FRMA's Mid-Year 2004 Conference Committee Chair, which she accepted. Vice President Mixon will develop a budget for the conference. ARMA has scheduled a July 20 planning meeting which President Leworthy and Vice President Mixon will attend.

ARMA is considering several sites for the joint conference: West Orlando, Tampa, Sarasota, St. Petersburg, Clearwater, Safety Harbor.

The Board discussed the possibility of another mock trial, and the shortfalls of past attempts. Discussion followed about contacting universities with legal colleges who might be interested in allowing their students to participate in or produce mock trials for the conference: Stetson Univ., Univ. of Fla., Florida State Univ., and Fla. A&M Univ. Vice President Mixon will contact them in the near future and report back to the Board.

Regarding datebooks for both the mid-year and annual conference in May, Vice President Mixon will obtain pricing for printing a quantity of 150.

MOTION: By Director Swank, seconded by Director Ingram.

**To approve the amount of the registration fee for the ARMA/FRMA 2004 Mid-Year Joint Conference: \$120.00.**

Unanimously approved.

Mid-Year Conference responsibilities:

ARMA	FRMA
Print programs and all handouts	Receive registrations at our PO box
Make arrangements with vendors	Advertise in the newsletter and website
Plan all social activities (preferably on site)	Mail registration forms to members
	Create badges and conference certificates
	Arrange for programs and mock trial

President Leworthy will look into the pre-approval process through ICRM. The conference certificates should use verbiage other than "participation." Treasurer Cole will be responsible for creating badges and conference certificates.

*Break from 11:50 a.m. to 12:25 p.m.*

President Leworthy made the following committee appointments:

Committee/Subcommittee	Chair/Member	Under Board Member
Records Review		Secy. Nancy McConkey
Legal Committee (by-laws)		Secy. Nancy McConkey
Mid-Year 2004 Conference Committee	<b>Jo Ann Mixon</b> , Jared Sorenson	Dir. Tracy Swank
Photography	To be appointed	Dir. Tracy Swank
Hospitality Committee	Judy Cole	Dir. Tracy Swank
Conference Site Selection Committee	Judy Cole and Kim Ingram	Dir. Tracy Swank
Newsletter	Gloria Lewis	Dir. Kimberly Ingram
Membership Coordinator	Liz Whitaker	Dir. Archie Matthews
Nominating Committee	Elaine Knight (proposed)	Dir. Archie Matthews

President Leworthy will send letters to committee appointees.

President Leworthy had received information regarding a secure on-line registration solution at Activa.com. She will review and report back to the Board.

Adoption of Duties and Responsibilities document is postponed, referred to the Legal Committee for review.

President Leworthy addressed the by-laws and implementation of the newly approved revisions: 1) Board, 2) annual dues. There are still inconsistencies which the Legal Committee should address; also need to review the membership sections. President Leworthy forwarded the name of Michelle Hall as a member interested in participating on the Legal Committee for by-law review. By-laws should reflect specific duties of each Director.

MOTION: By Vice President Mixon, seconded by Director Swank.

**To implement the new terms of office as revised in the by-laws and approved by the membership at the May annual business meeting.**

Unanimously approved.

Treasurer Cole suggested that the Board consider creating awards to be given by the Board to members in recognition of accomplishments; e.g., a President's Award and possibly a New Member Award. The Board will consider and discuss further at a later date.

President Leworthy stated that fourth Director's position is still unfilled. The Director of Administration would handle administrative paperwork, grants, audit, business requirements, and the development of new ideas to streamline management functions (which could be forwarded to a committee for review). President Leworthy will contact Leu Freycinet of the St. Johns River Water Management District; he was a nominee for Director. She will apprise the Board of his response.

Meeting schedule: President Leworthy will distribute an agenda for the August 27, 2004 Executive Board Meeting which will be held at the hotel chosen by the site selection committee for the ARMA/FRMA Mid-Year Joint Conference.

<b>Date</b>	<b>Meeting</b>	<b>Location</b>
8/27/2004	Next Executive Board Meeting	Conference Site
11/2004	Mid-Year Conference	Conference Site
1/14/2005	Executive Board Meeting	Tampa – library
3/18/2005	Executive Board Meeting	Boca Raton
5/3-5/2005	Annual Conference & Business Meeting	Boca Raton

## TREASURER'S REPORT

Treasurer Cole brought up the need to change the post office box to one near her. President Leworthy advised her to proceed with that, and check with Patricia Hargraves about which size is needed.

Treasurer Cole asked if bonding should be in place before she officially received the FRMA checkbook. President Leworthy stated that the issue was brought up by conference attendees in May, and she had replied that the Board would look into the matter.

Treasurer Cole reported on her findings re. bonding. We can purchase either a blanket bond or an individual bond. She contacted 3 other organizations she is involved with to see if they bond their Treasurers – they do not. President Leworthy will contact Patricia Hargraves, past Treasurer, to see that the officer's information and materials are passed on to Treasurer Cole. Right now the FRMA checking account requires one of 2 signatures – Treasurer or President. Treasurer Cole will speak again with the 3 organizations to determine how they insure internal control and report back to the Board.

President Leworthy asked to be reimbursed for postage to return materials not used at the conference (\$11.55) and lunch expenses for the Board (\$35.00), a total of \$46.55.

MOTION: By Director Swank, seconded by Vice President Mixon.

**To approve reimbursement of the expenses as requested by President Leworthy.**

Unanimously approved.

Director Ingram commented about how important it is for the Association's obligations to be paid in a timely manner.

## SECRETARY'S REPORT

Secretary McConkey passed out minutes of the 5/7/2004 Incoming Executive Board Meeting with requested visions.

MOTION: By Director Ingram, seconded by Vice President Mixon.

**To approve the minutes as revised.**

Unanimously approved.

President Leworthy will bring the Secretary's Book to the next Executive Board Meeting to pass on to Secretary McConkey.

Secretary McConkey asked if it would be possible to have a chat room on our website that is available ONLY to Board Members because it would be beneficial to have "running conversations" when issues come up for discussion between Board Meetings, rather than various e-mail messages. Director Ingram will look into that and report back to the Board.

Secretary McConkey proposed a new letterhead for FRMA -- 8 different versions for the Board to choose from. The choice was unanimous, and she will forward a copy of the new letterhead to all Board Members for their use.

Secretary McConkey asked about the item "Promotional Brochure" on the agenda. President Leworthy said it is already created and available on our website. She asked Secretary McConkey to obtain pricing for printing the brochure and report back to the Board.

## DIRECTOR OF MEMBERSHIP'S REPORT

President Leworthy presented a Membership Report submitted by Liz Whitaker on 6/25/04.

MOTION: By Vice President Mixon, seconded by Director Ingram.

**To approve the membership report as presented.**

Unanimously approved.

## DIRECTOR OF PUBLIC RELATIONS' REPORT

Director Ingram spoke about the difficulties with producing the next issue of the newsletter. She had a draft from Gloria Lewis, but still needed to review and edit the document. Ms. Lewis had been printing the newsletters herself. President Leworthy asked Director Ingram to check into copying them on a color copier at a Kinko's or other office supply store, or using a print shop. Also see if we can be billed.

Director Ingram said the newsletter was created in Microsoft Word, and asked if FRMA would consider purchasing publishing software instead.

MOTION: By Director Swank, seconded by Vice President Mixon.

**To approve the purchase of publishing software to create the newsletter, not to exceed \$200.00.**

Unanimously approved.

Director Ingram said that the newsletter mailing schedule is January, March, June, and October; no deadlines were met this year. The current newsletter is the last one Ms. Lewis will be working on; Director Ingram will assume that duty thereafter. Director Ingram will notify the Board as to when the newsletter will be mailed. A suggestion was made that she add pictures of the FRMA water bottles and shirts for sale.

Director Ingram requested that all Board members send her a picture (jpg) by e-mail. All Board Members should be sending in items regularly for the newsletters, reporting on their and their committees' activities.

Secretary McConkey commented that she had written an article about the approved by-law revisions and sent it to Ms. Lewis, but it did not appear to be in the newsletter draft. Director Ingram asked that she forward that article to her.

Director Ingram reported that Ms. Lewis has 4 cases of water bottles that she will deliver to her.

Director Ingram reported that our website host has agreed to continue our site until they receive our payment for 1 year's service, which will be forthcoming when the past Treasurer's information and materials are transferred to Treasurer Cole.

## DIRECTOR OF PROGRAMS' REPORT

Director Swank had questions about next year's annual conference in May. Does FRMA pay speakers? President Leworthy said that we usually only pay travel expenses for regular speakers, and required fees for professional speakers. Our rule of thumb is that every speaker receives one night's stay at the hotel, paid by FRMA (comp nights). If they are a FRMA member, or even if they are not, they get free registration.

Director Swank will create a budget for the conference. Julius volunteered for next year.

President Leworthy stated that the SHRAB grant included a session for next year's conference, and directed Director Swank to contact them to for details.

Director Swank proposed putting out a "call for participants" – speakers for the conference. She has seen this successfully used in other organizations. All agreed to put that in the newsletter.

Director Swank led a review of the Booking Agreement with Embassy Suites in Boca Raton.

MOTION: By Director Swank, seconded by Treasurer Cole.

**To approve the booking agreement with Embassy Suites in Boca Raton contingent upon the following changes:**

- 1. Adjust the number of rooms based on the actual figures from last year's conference, and**
- 2. Adjust the 2 free room dates to May 1 through 7.**

Unanimously approved.

MOTION: By Vice President Mixon, seconded by Treasurer Cole.

**To postpone setting the registration fee amount for the Annual Conference until review of the following:**

- 1. Director Swank's Annual Conference budget, and**
- 2. The Past Treasurer's final report for last year.**

Unanimously approved.

President Leworthy asked Director Swank to also submit a proposed schedule, with evening events on site.

*Director Ingram left the meeting at 3:25 p.m.*

Director Swank asked if election results can be shared with nominees sometime before the next annual meeting. Vice President Mixon suggested casting ballots at the conference. There was further discussion, and the issue will be brought up for discussion at a future Board meeting.

President Leworthy suggested that Director Swank ask the hotel, or another caterer, to cater the welcome reception. She also suggested considering giving punch cards to members with which they can earn points for different activities like visiting vendor booths, wearing FRMA shirts, etc. The Board will continue this discussion at a future Board meeting. She also suggested that we consider a theme for the Presidential reception the first night of the conference.

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President Leworthy reported that she will not be at work for the coming week.

Board travel expenses – President Leworthy brought up the issue of the Association reimbursing Board Members for some of their travel expenses to Board meetings if not covered by employers, possibly a flat amount.

MOTION: By Secretary McConkey, seconded by Treasurer Cole.

**To approve the reimbursement of travel expenses for Board Members to attend Board Meetings if not paid by employers, up to \$50.00. This payment would be made upon the request of Board Members directly to the Treasurer, needing no further Board approval.**

Unanimously approved.

Vice President Mixon suggested the Board consider obtaining procurement cards for the President and Treasurer, which would facilitate making deposits. The Board will continue this discussion at a future Board meeting.

Vice President Mixon will e-mail Director Ingram to notify her of the last approved motion regarding travel expenses.

*The meeting adjourned at 4:15 p.m.*