

MINUTES OF THE FLORIDA RECORDS MANAGEMENT ASSOCIATION (FRMA) BOARD OF DIRECTORS

May 6, 2004 Annual Conference and Business Meeting

Present: President Karene Leworthy, Vice President Shawn Scott, Past President Kim Ingram, Directors Jill Divens, Gloria Lewis, Liz Whitaker

Absent: Secretary Jo Ann Mixon, Treasurer Trish Galbraith

Location: Embassy Suites Hotel, Boca Raton, Florida

Call to Order

President Leworthy called the FRMA Board of Directors meeting to order at 12:15 PM.

President Announcements

President Leworthy gave welcome remarks and the agenda review.

Each officer was asked to present a yearly review of their official accomplishments and assignments.

Past President's Report

Immediate Past President Kim Ingram presented the website redesign overview. The new website was launched in December 2003.

Vice President's Report

Vice President Shawn Scott reviewed her duties that consisted of a six-month term due to the resignation of elected Vice President Cappie Evans.

Secretary's Report

President Leworthy presented the Secretary's report.

Treasurer's Report

Peggy Geesey presented the Treasurer's report.

Director of Membership

Director Liz Whitaker presented the membership report stating membership began in July 2003 with 204 members. There are 342 members for May 2004 with 81 new members. A membership distribution list has been established to communicate with members in a timely manner. Director Whitaker recognized and thanked the Nominating Committee.

Director of Public Relations

Director Gloria Lewis presented an overview of the newsletters recognizing Peggy Geesey for her help. Director Lewis reviewed the FRMA items available at the conference such as shirts, water bottles, clips, calendars, pins, and brochure. She recognized and thanked all the vendors and sponsors that participated in the conference.

Director of Programs

Director Jill Divens recognized all participants who made the conference a success beginning with the Embassy Suite staff, speakers and the 170 attendee's. Director Divens presented committee acknowledgements and encouraged evaluation comments.

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It was moved by Past President Ingram, seconded by Director Divens to accept all reports as presented.

Happy Birthday was sung in recognition of Vice President Shawn Scott.

Nominating Committee – Elections

Nominating Committee Chair Elaine Knight introduced the nominating committee of Julia Jones and Tom McKendree.

12 nomination forms received

3 nominations for President

4 nominations for Vice President

6 nominations for Secretary

5 nominations for Treasurer

17 nominations for Director

Each nominee was asked to accept or decline the nomination.

2 accepted President

1 accepted Vice President

1 accepted Secretary

0 accepted Treasurer

6 accepted Director

Ballots were mailed

72 ballots were returned with three write-in votes.

Ballots were counted by Nomination Committee May 5, 2004 at Embassy Suites, Boca Raton.

Results:

President: Karene Leworthy – Sarasota Clerk of Circuit Court

Vice Pres.: Jo Ann Mixon – Town of Longboat Key

Secretary: Nancy McConkey – Fort Pierce Utilities Authority

Directors: Kim Ingram – Pinellas Clerk of Circuit Court

Tracy Swank – Lake County BOCC

Archie Matthews – Alachua Clerk of Circuit Court (winner after tie-breaker)

Treasurer Nominations were taken from the floor by President Leworthy.

Judy Cole – accepted - Hillsborough County Attorney's Office

Shawn Scott - declined

Larry Chester – declined

Pat Lawrence – accepted Hillsborough County Sheriff's Office

JoAnn Fuqua – accepted St. Johns River Water Management District

It was moved by Director Lewis, seconded by Vice President Scott to accept all nominees for the Treasurer position.

Each nominee was introduced to the membership. The nominees were asked to leave the room.

Members counted off their vote, which was recorded by the Nominating Committee.

Results: Pat Lawrence 15 votes

JoAnn Fuqua 13 votes

Judy Cole 38 votes

Acknowledge and installation of the 2004-2005 Executive Board was conducted by Vice President Shawn Scott.

BY-LAWS

All members in attendance received a copy of the proposed change in By-Laws.

First Amendment – Increase the number of Executive Board Directors from three to four.

Vote carried unanimously to accept first amendment.

Second Amendment – Increase the term of office of each board member to a two-year term with the exception of the Treasurer that is currently a two-year term.

President Leworthy read a statement by Secretary Jo Ann Mixon. The floor was opened for input and questions from the attendee's.

Vote carried unanimously to accept second amendment.

Third Amendment – Two-year term will be the maximum time to serve on the Executive Board for each position. Questions taken

Vote carried unanimously to accept third amendment.

Fourth Amendment – Revise the membership effective dates to calendar year, January through December. Questions taken

Vote carried unanimously to accept fourth amendment.

By-laws will be updated and posted on the website.

Awards

President Leworthy presented awards to the 2003-2004 Executive Board. Awards were also presented to committee members and volunteers.

President Leworthy recognized all vendors and sponsors that participated in the annual conference.

President Leworthy asked the membership for input regarding future conference locations.

Giveaways were drawn.

Meeting adjourned at 1:20 PM.



Minutes taken by Liz Whitaker, Director of Membership 5/6/2004