

**FLORIDA RECORDS MANAGEMENT ASSOCIATION
EXECUTIVE BOARD MEETING
November 19, 2004**

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

Absent: Director Archie Matthews.

Location: Hillsborough County Attorney's Office at Tampa, Florida.

Meeting began at 9:30 a.m.

A quorum was declared (per FRMA By-Laws: the presence of a majority of the total membership of the Executive Committee shall be necessary at any meeting of the Committee to constitute a quorum).

PRESIDENT'S REPORT

President Leworthy officially appointed the members and chair of the Legal Committee:

Deborah Clemenzi
Michelle Hall
Karen Phillips
De Ann Sylvester
Chair: Secretary McConkey

President Leworthy said she had contacted Leu Freycinet of the St. Johns River Water Management District to see if he would accept the position of Director of Administration. He replied that he was extremely busy at work, and did not know if he would be able to participate. If he could, he would contact President Leworthy by the date of this Board Meeting; President Leworthy has not heard from him. Therefore, it is assumed he is declining the position.

MOTION: By Secretary McConkey, seconded by Vice President Mixon.

To postpone filling the position of Director of Administration, and wait until the next election cycle.

Unanimously approved.

President Leworthy reported to the Board about her meetings with SHRAB. She and Director Ingram attended the meeting of the consortium. They are asking us to institutionalize our participation and partnership in a consortium with a proclamation, and add those duties to our by-laws (officers' responsibilities, etc.). They are seeking a long-term relationship with them, including one of their seminars as part of our conferences, and are talking about having more funds for additional sessions. The SHRAB board meets regularly, and they are limited to 30 people. They include the Florida Historical Society, museum, library, FRMA, and archival group. They focus on education and outreach programs (one-day seminars). They would like to have one liaison per county in the state. They are a standing state advisory board; the consortium is new, about 2 years old. They are disaster-related. They can pay travel expense for FRMA members to attend their board meetings. They have 1-2 yearly meetings during the workday.

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

That FRMA will participate in the SHRAB consortium; our representatives for the current year will be President Leworthy and Director Ingram

Unanimously approved.

The Legal Committee will add the consortium participation to the by-law revisions they are developing. The participants should be a FRMA past president and one other FRMA board member. Secretary McConkey will write a letter to SHRAB informing them of our official participation, and the appointment of our representatives. The duty of appointing representatives for the coming year will be performed by the incoming Director of Administration.

President Leworthy distributed copies of the 2004 Annual Seminar & Business Meeting "Event Report" by Patricia Hargraves, past Treasurer. There was some discussion about the figures reported. President Leworthy said she would ask Patricia to send her all remaining treasurer's records by FedEx.

SECRETARY'S REPORT

MOTION: By President Leworthy, seconded by Director Ingram.

To approve the minutes of the 8/27/04 Board Meeting as presented.

Unanimously approved.

Secretary McConkey reported that the price she got from Jiffy Printing in Fort Pierce, FL, for printing 500 promotional brochures was just a little less than the pricing for 1,000. Therefore, she recommended that we go ahead and print 1,000.

Because we have not yet decided on the different membership categories, the promotional brochure will be revised to direct people to the website for further membership information.

MOTION: By Director Swank, seconded by Director Ingram.

That we ask Jiffy Printing to print 1,000 promotional brochures at the cost of \$395.73.

Unanimously approved.

Comment for By-Laws revisions: Consider creating a membership category for corporations/private businesses.

Secretary McConkey reported that the Legal Committee has lagged somewhat on their planned calendar of by-law reviews, mostly due to the hurricanes, but they will try to complete their recommendations by the January Board Meeting.

TREASURER'S REPORT

Treasurer Cole reported that she has changed the FRMA mailbox to: P.O. Box 7854, St. Petersburg, FL 33734-7854. Board members should be sure to make revisions on their electronic letterhead. Treasurer Cole and Director Ingram are the members listed on the box rental.

MOTION: By President Leworthy, seconded by Director Swank.

To approve payment of the \$40.00 post office box fee.

Unanimously approved.

MOTION: By President Leworthy, seconded by Vice President Mixon.

To approve payment of the \$73.59 charge for today's lunch for Board Members.

Unanimously approved.

MOTION: By Director Ingram, seconded by Director Swank.

To direct Treasurer Cole to contact an accounting firm or CPA to audit the organization's books and assist with obtaining tax exempt status and bonding; she is to report back to the Board with her findings.

To approve the fee for this initial consultation in an amount not to exceed \$1,000.00.

Unanimously approved.

President Leworthy stated that Vice President Mixon has agreed to using the double payment of membership fees (paid last year) to be put toward her dues for next year.

President Leworthy asked Director Ingram if we are still planning on purchasing the postal meter and scale. Director Ingram said we are not.

VICE PRESIDENT'S REPORT

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

To approve the contract for the Mid-Year Conference with Stetson University in the amount of a \$2,000.00 minimum, or \$50.00 per attendee. This fee covers all speakers except for one, the use of their facility, and materials for attendees.

Unanimously approved.

Vice President Mixon reported that the registration form and other information about the mid-year conference is on the FRMA website. Director Ingram will change the post office box on the registration form for the conference; she will

also check with the printer to see if the post office box can be changed on the newsletter before printing.

Treasurer Cole said she will create an Excel spreadsheet to track registrations.

Vice President Mixon said the 4 hotels listed on the website in connection with the conference are all booked up. The conference agenda needs to be on the website also; Vice President Mixon will send it to Director Ingram.

MOTION: By Secretary McConkey, seconded by Director Swank.

To approve the purchase of gift certificates for the mid-year conference speakers in the amount of \$50.00 each (for 8 speakers).

Unanimously approved.

Secretary McConkey will create thank you letters to accompany the gift cards.

MOTION: By President Leworthy, seconded by Director Ingram.

To approve the purchase of canvas lunch bags with the FRMA logo to be used during the box lunch on the first day of the mid-year conference.

Unanimously approved.

The packets for each attendee will include: agenda, certificate, nametag, and a folder for handouts.

Secretary McConkey agreed to create the certificates for this year's attendees. President Leworthy will find out specific verbiage re. CEU's. The certificates should be brought in alphabetical order, along with nametags. Secretary McConkey also agreed to create nametags, 2 per attendee. Treasurer Cole will forward to Secretary McConkey her list of registrants.

Vice President Mixon said she is in need of volunteers to be cross-examined during the mock trial. She will send out postcards to the membership about the mid-year conference.

President Leworthy stated that the Board will need to meet on the Wednesday before the conference; she will send Board Members an agenda.

BREAK FOR LUNCH AT 1:00 PM.

RESUME MEETING AT 1:30 PM.

DIRECTOR OF PROGRAMS' REPORT

Director Swank reported that she needs volunteers for various tasks at the annual conference.

President Leworthy said that Board Members should plan on a Board Meeting the Tuesday before the conference.

President Leworthy announced that Elaine Knight would not be able to serve as Nominating Committee Chair this year due to changes in her job responsibilities, and advised that she would ask Director Matthews to solicit one of the former members of the Committee to serve as Chair. Brief discussion was held on the notice to candidates provided in the 2004 election process.

Director Ingram presented a draft letter to vendors for the annual conference sponsorship, and presented a list of vendors.

Director Ingram discussed the website updates and requested timely submissions from the Board. She noted an increased fee from \$25.00 to \$50.00 from our website support vendor, Astroweb.

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

To renew our contract with Astroweb in the amount of \$50.00 per month, with a two- or three-year fixed price.

Approved by all members present, with the exception of Treasurer Cole who opposed.

Director Ingram discussed the circulation and mailing of the newsletter. Treasurer Cole offered to stamp and label the newsletters. Discussion was held regarding phasing out the paper version of the newsletter. It was agreed that postcard notification would be mailed to members advising them of the discontinuation of the paper newsletter, explaining the attempts of the board to contain costs and thereby not increase membership fees, etc.

The meeting adjourned at 3:45 p.m.