

FRMA
Pre-Annual Conference Meeting
May 28, 2007
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FLORIDA RECORDS MANAGEMENT ASSOCIATION
PRE-ANNUAL CONFERENCE MEETING
MAY 28, 2007

APPROVED MINUTES

Ritz Carlton Hotel, Sarasota, Florida

The meeting was called to order by President JoAnn Mixon at 4:40pm. Those attending included JoAnn Mixon, President, Debra Doré-Thomas, Treasurer, Julia Jones, Director of Membership, Kim Ingram, Director of Public Relations, Archie Matthews, Director of Administration, Gloria Lewis-Hutchinson, Vice President, and Sandy Brophy, Secretary.

The following items were agreed upon by all:

1. FRMA will pay the parking fee for members
2. Due to exorbitant price structures, breaks will not be provided by the Ritz Carlton. Board members will go to Super Wal-Mart or Sam's Club, where prepackaged snacks and bottled water will be purchased. The snacks and one bottle of water will be placed inside of the conference bags that will be handed out to members as they register. Members will be informed that their snacks are included inside of the bags as they pick them up.
3. Printing necessary for the Tuesday sessions will be done tonight (Monday) night. Printing for the remaining sessions will be completed on Tuesday, and handouts will be distributed at the start of each session.
4. A full breakfast will be provided each morning by FRMA.

The Officers' reports were presented:

Director of Administration, Archie Matthews

All seats up for election are filled. The nominating committee will convene at the conference in order to formally count the ballots. Membership Directories have the by-laws printed in the back. A Membership Directory will be distributed to each conference attendee via the bags handed out at registration.

Treasurer - Debra Doré-Thomas

Debra reported that FRMA has a bank account balance of \$83,482.13, which is net any conference expenses submitted so far. Five people still owe their conference registration fees, which will be collected at the door. All who owe money have been invoiced. We have 131 members attending who paid the \$195.00 rate and 7 non-members attending who paid the \$225.00 rate. We also had 25 late registrations, and collections for 4 dinner guests, at \$60.00 per guest. A total of 190 people are booked for the dinner event on

Wednesday evening. The Board approved a travel expense distribution of \$50.00 per Board member, to be disbursed at the Incoming Board Meeting.

Secretary - Sandy Brophy

As this was the first Board Meeting attended, Sandy had no issues to report. No minutes from the previous Secretary were available for approval, as no quorum was present at the February 2007 meeting.

Director of Membership - Julia Jones

No issues to report. We have a total of 348 members. Of those, 262 were renewals and 86 were new members.

Director of Public Relations - Kim Ingram

We have 9 conference vendors. CSI backed out late Friday. The Ritz has removed the CSI table from the vendor display area, and we will not be charged for it. The CSI credit needs to be removed from the forms to be handed out at the conference.

Vice President - Gloria Lewis-Hutchinson

Gloria's outstanding issues were conference related. Gloria stated that those who invited the conference speakers should announce the individuals whom they invited. So far, we have only one speaker bio, for LaRita Jacobs. Jo Ann asked Gloria to coordinate the remaining bios and speaker assignments. Gloria emphasized that the FCRM certification will come from UCF, and informed us that UCF is still behind with the certificates of attendance from May and November 2006.

Ongoing Conference Business

The following points regarding conference finalization were discussed:

1. Jo Ann stated that there was a misunderstanding with the Hyatt. Jo Ann reported that she had guaranteed a total of 50 rooms at the Hyatt. The Hyatt recorded a room guarantee of 50 rooms per night (total 150 rooms), and refuses to release us from a 150 room obligation. Jo Ann stated that we may have to pay the Hyatt around \$5,000.00, or work out a deal to hold the 2007 mid-year conference at the Hyatt.
2. Jo Ann suggested that we retain an attorney in order to review future conference documents and contracts before they are signed, in order to avoid repeated problems in the future. Gloria agreed, citing the ambiguous language present in the current UCF contract. Gloria stated that the UCF contract expired in 2006, and really needs to be renegotiated. Jo Ann suggested we talk with Shellie Freeman-Eddie, an attorney who is speaking at the conference, regarding pro bono work for FRMA. Jo Ann stated that Shellie is speaking at the conference for free, with a room and the Wednesday dinner event provided by FRMA. Gloria disagreed, stating that Shellie is expecting a \$500.00 speaker fee. This issue was left open for resolution at the conference.
3. Kim will take pictures for the on-line membership directory at the conference. Pictures will be taken in the vendor display area during registration on Tuesday from 11:00 - 4:00, on Wednesday from 7:00 - 8:00, or on Friday from 8:00 - 9:00.
4. The registration table will be manned on Tuesday from 10:00 - noon by Archie and Julia, from noon to 2:00 by Sandy and Jo Ann, and from 2:00 - 4:00 by Gloria and Kim. Kim will serve as alternate for the morning shift, if needed. Wednesday registration will be from 7:00 - 8:00, by Archie and Julia. Registration is closed on Thursday, but table will be manned by Archie and Sandy from 7:00 - 8:00, just in case anything comes up. Registration closes when the sessions begin.
5. Debra is the only person who will deal with money. She will be set up in the vendor room, away from the public. Walk-ins will be charged the late registration fee.
6. Each of the two rooms is set up with 100 classroom seats and 25 chairs, for a total capacity of 125 persons per room.
7. Jo Ann announced that 2.0mg flash drives had been obtained, to be handed out via the conference bags.
8. Board members will shop for door prizes Monday night.
9. Gloria was assigned to complete the printing necessary for the Tuesday sessions on Monday night.
10. Jo Ann stated that FRMA shirts in the new colors can be ordered for \$20.00 at the conference. Money and order forms will be collected and handed off to Debra. Sample shirts are available, but large quantities were not ordered for immediate sale in an attempt to defray costs. The men's shirts are black with gold logo; ladies shirts are yellow with black logo.
11. Jo Ann handed conference receipts and checks over to Debra, along with deposit slips, stamps, and other supplies.

12. We discussed that the FCRM class currently does not have a quantifying measure. Members are asking about certification, and are assuming that certification will take place after this conference, as no additional news regarding testing or written assignments were ever published. Kim suggested that we make sure we have a test or paper requirement in place for the next class. It was agreed upon that, for the current class, FCRM certificates will be awarded when attendance is confirmed at the close of this conference. We will implement testing for the 2008 class at mid-year. Gloria will make this announcement at the conference wrap up on Friday.

13. We have one speaker from the State staying at the Hyatt, as no room was available at the Ritz. Jo Ann thought the State was sending one speaker, not two.

The meeting was adjourned at 6:20 p.m. for dinner and shopping.

On Tuesday, May 29, 2007, the Board briefly reconvened after the start of the sessions in order to discuss an issue presented by Vincent Edwards, speaker from the State. Mr. Edwards was the gentleman who was registered at the Hyatt. Either this was not communicated to Mr. Edwards adequately or there was a misunderstanding, as Mr. Edwards reported that he was under the impression that he and his counterpart from the State were registered at the same hotel. He attempted to register at the Ritz, and was told there was no reservation for him. However, the Ritz stated that they did have availability and offered Mr. Edwards a room. Mr. Edwards accepted, and paid for the room via his personal credit card. Upon registering on Tuesday, Mr. Edwards explained the situation, and requested that his hotel bill be paid. Jo Ann stated that we had already paid the Hyatt for Mr. Edwards room, and should not reimburse Mr. Edwards for the Ritz. The Board voted to reimburse Mr. Edwards for his room at the Ritz as a good will gesture, with Jo Ann Mixon dissenting.

Respectfully submitted,

Sandra Brophy, CP
Secretary