

FLORIDA RECORDS MANAGEMENT ASSOCIATION
ANNUAL MEETING
APPROVED MINUTES
MAY 30, 2007

Sarasota Hyatt, Sarasota, Florida

The 15th Annual Meeting of the Florida Records Management Association (FRMA) was called to order at 6:50 p.m. by President Jo Ann Mixon. The keynote address was given by Susan McKinney, CRM, President of ARMA International and First President and Co-Founder of FRMA.

The Officers' reports were presented:

Director of Administration, Archie Matthews

Archie displayed a few "lost and found" items left over from the class sessions and invited the owners to claim. Archie asked the membership to donate any extra FRMA archival items to the organization, if any such articles are found. He stated that the by-laws had not been addressed this year because substantive revisions had been made last year, and he asked the membership to report to him any deficiencies they might find within the by-laws. Archie introduced Tina Hill, Nominating Committee Chair, and recognized Nominating Committee members Arley Smith and Sandra Love-Semande.

Election results were announced by Tina Hill:

Vice President: Patrick Mudd
Secretary: Sandra Brophy
Director of Programs: Pamela Latimore
Director of Membership: Terese Aguiar
Director of Administration: Archie Matthews

Tina reported that 222 ballots were mailed out and 92 were returned.

Gloria Lewis-Hutchinson, incumbent Vice President, will assume the presidency, in accordance with the bylaws. She will be added as an authorized signer on the FRMA bank account. Debra Doré-Thomas incumbent Treasurer has one year remaining in her term and will remain seated as Treasurer.

Treasurer - Debra Doré-Thomas

Debra reported that as of May 28, 2007, FRMA has a bank account balance of \$83,482.13 with approximately \$900.00 in accounts receivable outstanding. Debra stated that the bank balance does not include conference expenses which are not yet tabulated. She stated that the final results will be posted, and reminded members that the books are open for inspection.

Secretary - Sandy Brophy

Sandy stated that minutes for the most recent board meeting, held May 28, 2007, were not yet transcribed but would be forthcoming on the website.

Director of Membership - Julia Jones

Julia recognized Liz Whitaker for her tireless efforts on behalf of FRMA. Julie reported a total of 339 members (76 new members) in December 2006, and a total of 348 members (86 new members and 262 renewals) as of May 25, 2007. Julia stated that membership runs from January through December. Members are contacted via e-mail with membership confirmations. Other announcements and other information are distributed via e-mail or placed on the website. Membership applications are available on the website and a current membership listing is posted on the website. Julia stated that only new members are mailed membership cards. Existing members retain the same number. Membership reminders for 2008 will go out after the 2007 mid-year conference.

Director of Public Relations - Kim Ingram

Kim stated that she oversees the newsletter and the website. Member photos will now be posted on the website. Kim asked all members to be sure to have their photo taken at the FRMA display table on Friday morning from 8-9, if they haven't done so. Kim reported that Pay Pal will now be available on the website for those who wish to pay conference registration fees or membership dues via the web.

Vice President - Gloria Lewis-Hutchinson

Gloria reported that we will be continuing with our educational initiative. Contract renewal discussions with the University of Central Florida will include designing long-term classes designed for beginner, intermediate, and advanced certification designations. Gloria stated that she is working to set up a speakers list of local talent that can be called upon for conferences and called upon the membership for assistance. She stated that by July 2007 all members' earned educational credit totals will be available on-line.

Jo Ann honored past FRMA presidents. In attendance were: Susan McKinney, CRM (First President and Co-Founder); Buddy Herring, Sandra Love-Semande, Karene Leworthy, Jo Ann Mixon, and Kimberly Ingram. Each spoke of their experiences with FRMA.

Jo Ann presented Kim Ingram with the President's Award in recognition of her dedication, loyalty, and support.

The meeting was adjourned at 7:19 p.m.

Respectfully submitted,

Sandra Brophy, CP
Secretary