

FLORIDA RECORDS MANAGEMENT ASSOCIATION
OUT-GOING BOARD MEETING
June 1, 2007

APPROVED MINUTES

Ritz Carlton Hotel, Sarasota, Florida

The meeting was called to order by Immediate Past President Jo Ann Mixon at 1:00pm. Those attending included Jo Ann Mixon, Immediate Past President, Debra Doré-Thomas, Treasurer, Julia Jones, Out-going Director of Membership, Kim Ingram, Director of Public Relations, Archie Matthews, Director of Administration, Gloria Lewis-Hutchinson, President, Patrick Mudd, Vice President, Pamela Luckie-Latimore, Director of Programs, and Sandy Brophy, Secretary.

OLD BUSINESS

UCF Contract

Gloria asked if we owe any money to UCF for the past year. UCF stated to Gloria that they had not been paid for last year. Jo Ann stated that she wrote UCF a check for \$1,500.00 at contract inception. The original contract amount was \$5,000.00. It was not determined whether or not we had actually been invoiced by UCF for a balance due, but Kim and Archie remembered that approval had been given for payment. It was agreed upon that we will review the minutes of prior meetings for clarification, and will approach UCF about obtaining an invoice, if necessary.

Treasury

Debra will provide conference financial reports for the past two years. Kim will give Debra the binders from last year's conference. Archie stated that he will accept the financial (and any other) reports via e-copy, but requires a printed copy as well for inclusion in the conference books which are archived. Archie stated that Buddy Herring and Karene Leworthy had given him FRMA archival items at the '07 conference. Debra inquired about the existence of a retention schedule governing FRMA documents. Archie is working on a retention schedule.

Debra has been trying to contact the IRS regarding non-profit requirements, and will continue to contact them until she gets a resolution. Pamela offered to obtain the non-profit information from her mother-in-law, who is IRS certified.

Debra issued travel expense checks in the amount of \$50.00 to each Board member present, as previously approved at the 5/28/07 meeting.

Debra stated that she had purchased Quicken, and will be sending detailed financial reports regularly.

Jo Ann suggested that FRMA purchase a printer instead of using Debra's personal printer. Debra declined, as not all printers will have the same driver, which could be more problematic than helpful. Archie suggested that we compensate the individual for wear and tear to their personal equipment for FRMA's benefit. All agreed. It was pointed out that Kim had printed all of the conference evaluations on her personal PC and printer. Kim did not ask for compensation. However, she will be given two reams of paper

Hyatt

Jo Ann will finalize the conference at 4:30pm. However, we still have the room attrition issue with the Hyatt, which could result in a \$5,000.00 balance due to the Hyatt. Archie said the Hyatt stated they had almost no available rooms, so our liability may be considerably reduced. We will know what we owe on Tuesday. We need to verify the number of rooms rented. Kim stated that the Hyatt has to provide a rooming list. Debra will e-mail a list of FRMA registrants to the Hyatt. The Hyatt has agreed to add any FRMA registrants staying at the Hyatt who did not book their rooms through the FRMA block. Archie will check and see if he has a finalized contract with the Hyatt. The room block was originally set to 75, reduced down to 60, then reduced again to 50. The Hyatt got involved initially because the Ritz wouldn't accommodate the bloc for Wednesday night without a certificate of insurance, and wouldn't block FRMA rooms before and after the event. The Ritz did expand the room block after the fact, which adversely impacted occupancy rate of the FRMA block at the Hyatt.

Conference Issues

Ritz

Jo Ann reported that she heard no issues regarding the Ritz. Archie, Kim, and Sandy reported hearing member complaints regarding the costs. Pamela mentioned that she heard complaints regarding the rigid check-out policy. Hotel facilities and customer service were praised.

Vendors

Jo Ann felt the space allotted to the vendors had been adequate. Kim reported vendor complaints regarding lack of traffic and lack of time to spend with the conference participants. Jo Ann stated that the vendors need to take more of a lead role.

Food

A total of 180 breakfasts were served each morning. The full breakfasts were a big hit with the membership. Archie and Jo Ann reported positive comments regarding the snack bags. Kim stated that some members told her they felt as if they were back in school and carrying a lunch bag. Some members stated that they would rather have the business meeting during a luncheon rather than a dinner.

Member Concerns

Kim reported that a couple of members had approached her with their list of concerns. Some of those concerns included: (1) have an ARMA representative present to speak about the CRM program (2) provide more

information about the FCRM program (3) promote FRMA more via other organizations' member lists (4) speakers need to structure time better and stop running over (5) ability to pay for conferences via credit card (6) valet parking was not paid, but it was stated at last years conference that FRMA would cover the parking - be consistent (7) lower priced conference sites (8) bring in experts in the field (9) invite other organization i.e. FACC, FACO so they can promote their organizations and so we can market ours to them (10)conferences are running together-plan better so that members don't have to pick and choose what to attend and what to skip (11) short films illustrating examples of RM concepts (12) rewards and session prizes (13) work exercise conference sessions (14) surprises, fun activities, move around more (15) don't want the same speaker for multiple sessions (16) keep costs reasonable (17) more detail regarding the treasurer's report at the Annual Meeting; provide a summary of mid-year at the Annual Meeting (18) officers were not properly installed (19) notify members of new legislation

Kim will summarize the list of concerns and will distribute to the Board.

The meeting was adjourned at 1:40pm.

Respectfully submitted,

Sandra Brophy, CP
Secretary