

FLORIDA RECORDS MANAGEMENT ASSOCIATION  
Executive Board Meeting  
August 17, 2007

APPROVED MINUTES

Buena Vista Suites, Orlando, Florida

President Gloria Lewis-Hutchinson called the meeting to order at 11:25AM. Those attending included Gloria Lewis-Hutchinson, President, Patrick Mudd, Vice-President, Debra Doré-Thomas, Treasurer, Teresa E. Aguiar, Director of Membership, Pamela Luckie-Latimore, Director of Programs and Archie Matthews, Director of Administration.

Gloria:

Thank you to Pamela for making the arrangements at Buena Vista Suites

Agenda for today's meeting (presented on screen)  
Minutes from previous meeting (review and accept after lunch)

Debra:

Financial Totals as of 8/17/07 = \$28,000.58 + \$505.00 in receivables.

Certificates of Attendance to be sent out (if not a member they still get Certificate of Attendance)

Discussion on membership as a corporation in reference to receiving a certificate

Leave corporation membership as is and corporation members can receive a certificate.

As a part of the FAQ:

Benefit as a member of FRMA to complete, maintain certification.

MAIL OUT ATTENDEANCE

Board agreed that anyone in process would qualify to receive their FCRM.

Debra to have Conference close out detail and overall cost with in a month.

Future Conference plan:

Guest meal price and set up a spouse price for people not registered but will be attending the free meals (Breakfast)

Lunch (board agreed to have lunch paid for by FRMA)

Patrick:

Will oversee the committees created.

Gloria

Board contact list with personal phone numbers only for the board.

3 to 4 year conference planning

Develop a long-term plan to have conferences location planned. Plan for locations consistent with membership population.

Midyear 2007	Annual 2008	Midyear 2008	Annual 2009
Orlando	Orlando	Orlando	Orlando
Midyear 2009	Annual 2010	Midyear 2010	Annual 2011
Boca Raton	Boca Raton	Boca Raton	Boca Raton

Board agreed the Annual conference should be planned toward the beginning of the month of May.

Curriculum Planning:

Suggestion for a Director of Education  
Gloria suggests that a professional should handle that part and would not recommend a director position. Continue to use UCF in that they would recommend the content. Recommended from Gloria and UCF that we would set up four categories and objectives.

1:00 to 2:00 Lunch Break

UCF

Unpaid invoice: All agreed to have this be paid

Gloria to meet with UCF next Tuesday (8/21/07)

New Contract to be signed

(Suggestion to have attorney to review)

May of 2006 conference UCF did not receive the sign in sheets (Gloria to give UCF next Tuesday)

Gloria demonstrated the Class Database.

3 standing committees were recommended and approved by the board.

Financial Committee

Education Planning Committee

(Create a database of speakers)

Conference Support committee

(Create special badges or shirts to identify help)

(Rewards system for volunteers, speakers and board members)

Patrick will oversee these 3 committees and he will contact memberships that have provided business cards to Gloria.

Gloria:

Board Training

Keep emails easy to read

Word voting

Event planning

Train the trainer

FRMA space

2007 mid-year conference

Continue the "tool kit theme"

Price structure

\$98.00 regular

125.0 Late

125.00 non-members

Electronic Letterhead

Send Notice for membership renewals

Bylaws

Individual members - outsourced from government

Clarify duties of officers

Operating procedures

Send \$25 to Jo Ann Mixon

Meeting ended at 5:21