

FLORIDA RECORDS MANAGEMENT ASSOCIATION  
Board Meeting  
October 25, 2007

APPROVED MINUTES

Meeting Conducted via Conference Call

The meeting was called to order by President Gloria Lewis-Hutchinson at 1:08pm. A quorum was present. Those attending included Gloria Lewis-Hutchinson, President, Archie Matthews, Director of Administration, Pamela Luckie-Latimore, Director of Programs, Sandy Brophy, Secretary, and Teresa Aguiar, Director of Membership. Those absent included Patrick Mudd, Vice President, Debra Doré-Thomas, Treasurer, Kim Ingram, Director of Public Relations, and Jo Ann Mixon, Immediate Past President.

**OLD BUSINESS**

President Lewis-Hutchinson stated that the FCRM certificates will be mailed today, October 25, 2007. There are 56 members who have satisfied the FCRM certification requirements. Certification information will be posted to the website, along with a list of the May 2007 graduates. Members who wish to contest their FCRM credit hours earned must send an e-mail to President Lewis-Hutchinson, including all pertinent documentation. The Board will review the complaint, and will render a response within 30 days.

President Lewis-Hutchinson is re-negotiating the UCF contract, and has called for input from Board members. Director Matthews stressed that specific time frames must be written into the contract. UCF has stressed that FRMA must keep exemplary records regarding the FCRM initiative, particularly as it relates to the consistent and accurate recording of session attendance. President Lewis-Hutchinson will present a draft of the new contract for Board review at a future meeting. President Lewis-Hutchinson stated that UCF requests that their speakers be paid separately. All in attendance agreed. New people entering the FCRM program will have 3 levels of accreditation: basic, intermediate, and advanced. They will be able to choose the classes that will satisfy their educational objectives.

President Lewis-Hutchinson stated that Board training is part of our UCF contract, and called for suggestions as to where training might be needed. Possible examples of training classes were power point and excel, as President Lewis-Hutchinson would like to see Board members do some of the presentations at future conferences. This was part of our original contractual agreement with UCF. The training can be scheduled during Board meetings, which will make our travel to Board meetings a training initiative as well as a Board meeting. This might make it easier for some members to obtain permission to travel to Board meetings.

### **Programs**

Director Latimore reported that the hotel is unwilling to confirm us for January 11, 2008 at this time. As we cancelled for October at such a late date, others have been given first preference over us. The alternate date suggested is as late as February 1, 2008. All in attendance agreed to accept February 1, 2008 as the latest alternative date. Director Latimore will hear from the hotel on Monday, October 29, and will know which date we are confirmed for at that time, which could be January 11, January 18, January 25, or February 1. President Lewis-Hutchinson stated that the conference committee (Director Latimore and Vice President Mudd) have complete responsibility for planning the conference and are authorized to make all necessary arrangements without Board approval, barring anything unforeseen. All in attendance agreed. The mid-year conference will consist of a 4 hour basics session and a 4 hour advanced session. The sessions will run concurrently with 2 one hour and forty five minute presentations on substantive issues for those who have already satisfied the basics and advanced requirements. Director Latimore will contact Candice Odoms and Linda Nijem regarding their availability and topic selections. President Lewis-Hutchinson stated that we must get a brochure on the website early providing the theme, location, date, and subject matter. We can post the finalized agenda at a later date. Conference details will be as follows:

1. The cost will be \$98.00 for members, \$125.00 for non-members, and \$125.00 for late registrations.
2. The theme will be "More Tools for your Records Management Tool Kit".
3. We will follow the same time schedule as we did in St. Augustine for mid-year 2006, with 3 classes running in the morning and 3 classes running in the afternoon.
4. Lunch will be on your own.
5. A buffet breakfast is provided with the room.
6. Notebooks with copies of the presentations will be provided. Director Matthews stated that he still has some binders, and will verify how many. Secretary Brophy suggested that we should think about providing conference material on CD rather than in print, but added that this would best be discussed for annual rather than mid-year.
7. Registration will be electronic. President Lewis-Hutchinson is working with UCF to provide transcripts and certificates of attendance at the close of the conference.
8. We will determine who the contact for the conference will be after Director Latimore has spoken with the hotel on Monday. This discussion will be conducted via e-mail.

### **Treasury**

No update provided.

### **Membership**

Director Aguiar stated that she will initiate an e-mail blast of the revised membership application on November 1, 2007, asking for renewals by January 31, 2008. She will send the application to Director Ingram for placement on the website. After January 31, 2008 the application will remain on the website, but the date will be removed.

#### **Administration**

Director Matthews stated that all records are still being retained. He stated that much of the material is obsolete and can probably be destroyed. Director Matthews will cull through the documents and will provide an inventory assessment. He will attempt to have this completed by Annual.

#### **Secretary**

Secretary Brophy stated that she will attempt to have today's minutes forwarded to the Board before close of business today. She will review her files and will verify that all minutes have been forwarded to the Board. She will have this completed by the second week in November.

#### **Website**

President Lewis-Hutchinson stated that everyone has approved the website payment, as was presented in the e-mail sent out by Director Ingram. President Lewis-Hutchinson asked if anyone had tried any of the member features available on the website. No one has accessed any of the features recently. President Lewis-Hutchinson stated that she will look into the possibility of arranging future Board meetings via website. She will also explore the possibility of sending out surveys via a template that members can call up and fill out in Word. Director Matthews suggested that Vice President Mudd might be able to assist with this.

The website will be updated with mid-year information by close of business on Wednesday, October 31, 2007. We will provide the date, location, theme, and topics to be discussed. Director Aguiar will take care of this if Director Ingram is unavailable.

#### **New Business**

Director Matthews called for a face-to-face Board meeting to take place as soon as possible. President Lewis-Hutchinson will arrange a meeting at the Buena Vista Suites in Orlando by November 15, 2007. All present agreed to a weekend meeting, if necessary.

The meeting was adjourned at 1:50pm.

Respectfully submitted,

Sandra Brophy, CP  
Secretary

