

FLORIDA RECORDS MANAGEMENT ASSOCIATION
BOARD MEETING
Saturday, November 17, 2007

APPROVED MINUTES

Holiday Inn Select, Clearwater, Florida

The meeting was called to order by President Gloria Lewis-Hutchinson at 8:34am. Those attending included Gloria Lewis-Hutchinson, President, Patrick Mudd, Vice President, Archie Matthews, Director of Administration, and Sandra Brophy, Secretary. A quorum was not present. Board members excused were Kim Ingram, Director of Public Relations, Teresa Aguiar, Director of Membership, and Jo Ann Mixon, Immediate Past President. Pamela Luckie-Latimore, Director of Programs, briefly joined the meeting by telephone at 9:16am. She explained that she was ill, and provided her update for Mid-Year via fax. Debra Doré-Thomas, Treasurer, was not in attendance.

Lacking a quorum, it was decided that the minutes from today's proceedings would be disseminated to the rest of the Board on Monday, November 19, 2007 via e-mail. If no objections are heard within 48 hours, by close of business on Wednesday, November 21, 2007, these minutes will stand as approved, and all actions described herein will be taken. Failure to respond will constitute approval.

President

President Lewis-Hutchinson asked that we type "FRMA" and either "response required" or "information only" into the subject line when sending her e-mail communications regarding FRMA. She is on the road frequently, and can't always read her e-mail until much later. If she sees something come across that says "FRMA: Response Required", then she will make arrangements to respond as quickly as she is able to. If the message says "FRMA: Information Only" she will know that she can read that message at her leisure.

President Lewis-Hutchinson nominated Nancy Tatum for the President's Award, to be given at the 2008 Annual Conference. President Lewis-Hutchinson nominated Nancy based upon her extensive work, in conjunction with UCF, to establish the FRMA data base which is used for tracking FCRM credits.

Vice President

As Conference Committee chair person, Vice President Mudd will assume responsibility for receiving all registration forms and checks for the Mid-Year conference. Vice President Mudd's name will be listed on the conference brochure as the contact person. The conference registration form will include a space for the member's e-mail address. Vice President Mudd will e-mail members as their registration materials are received, confirming their registration and acknowledging receipt of their check. This should reduce the number

of phone calls that are received by the Conference Committee pre-conference. Vice President Mudd discussed a software product, "Constant Contacts" that could be used in order to facilitate with sending blast e-mails to the membership. The product is relatively inexpensive, approximately \$100.00 per year, and will maintain member lists and initiate blast e-mail communications. Vice President Mudd will provide a demonstration of "Constant Contacts" to the Board members. We will check with Director Ingram in order to determine if a similar service is available through our website at a comparable cost.

Secretary

Secretary Brophy announced her recent marriage, and asked if she could begin signing FRMA business under her new name, which is Tuller. This was agreed upon, with the approval and congratulations of the Board.

As there is no quorum present, the minutes from previous meetings could not be approved. The minutes from all previous meetings will be e-mailed to all Board members on Monday, November 19, 2007. If no objections or corrections are heard before close of business on Wednesday, November 21, 2007, all previous minutes will stand as approved. Failure to respond will constitute approval.

Director of Administration

Director Matthews is working on the revisions to the by-laws that were discussed in May. They will be presented to the membership for approval at the 2008 Annual Conference. Director Matthews suggested the following topics for a future conference:

- "What to do in a post-microfilm world"
- "Electronic Data Migration"

Director of Programs

Director Luckie-Latimore was ill, but joined the meeting briefly via telephone, and faxed her report. The fax was received at 11:11am. Director Luckie-Latimore has found four hotels that are willing to host our Mid-Year Conference.

1. Buena Vista Suites is available for January 25, 2008. The room rate, including breakfast, is \$125.00. Three meeting rooms will be provided at a cost of \$1,500.00 plus incidentals.
2. Regal Sun Resort (formerly the Grosvenor) is available for January 18, 2008. The room rate is \$121.00. Three meeting rooms will be set up classroom style for 50-75 people for \$1,500.00 without food. The meeting room is complimentary with a \$3,000.00 food and beverage order.
3. Renaissance Orlando Hotel-Airport is available on January 25, 2008. The room rate is \$121.00. Three meeting rooms will be set up classroom style to accommodate 50-75 people, at a cost of \$1,500.00 without food. There is no charge for the room if we add breakfast for 75 or more people.

4. Embassy Suites Orlando is available for January 18 or January 25, 2008. The room rate is \$142.00, including breakfast and evening hors d'oeuvres. The hotel has not gotten back regarding meeting space availability.

The following people have been contacted but not confirmed for Mid-Year:

Candice Odoms from the State, for "Basic Records Management" and "Disaster Preparation"

Linda Nijem, with BSS&S, for "Computer Forensics and Electronic Record Recovery"

A speaker from the Institute of Government will be contacted. The topic under consideration is "Time Management Geared to Records Managers"

Director Luckie-Latimore stated that she needs a budget for speaker fees.

Treasurer

Treasurer Doré-Thomas was not in attendance. However, due to the upcoming Mid-Year Conference obligations, the following issues were discussed:

1. We don't have a final close out figure for the 2007 Annual Conference. Therefore, President Lewis-Hutchinson has called for an audit of the bank account in order to clear the books from the previous conference and establish our financial position going into the Mid-Year Conference. President Lewis-Hutchinson will work with Treasurer Doré-Thomas on this.
2. We will defer discussion of the Mid-Year budget until the audit has been completed and our starting position for Mid-Year has been established.
3. President Lewis-Hutchinson was never added on as an authorized signer on the FRMA bank account. President Lewis-Hutchinson will work with Treasurer Doré-Thomas to accomplish this.
4. Web access to the FRMA bank account will be established for all Board members, as previously agreed upon.
5. The By-Laws carry a provision for bonding authorized signers. Beginning with the 2008 elections, all authorized signers on the FRMA bank account will be bonded.

Director of Membership

Not in attendance

Director of Public Relations

Not in attendance

Immediate Past President

Not in attendance

OLD BUSINESS

UCF Contract

FCRM certificates have been mailed. UCF anticipates that they will be able to inform conference participants of their credit status at the close of each conference, beginning with the 2007 Mid Year Conference.

Mid-Year

Since we already have a contractual obligation with the Buena Vista Suites, the Board voted to hold the 2007 Mid-Year Conference at the Buena Vista Suites in Orlando on January 25, 2008. The Board members in attendance asked for clarification as to whether the cost is \$1,500.00 PER meeting room, or \$1,500.00 for all three rooms combined.

Secretary Tuller stated that she believes BSS&S also offers a presentation on E-Discovery, and will contact Linda Nijem in order to confirm this. If BSS&S is available to do a presentation on E-Discovery for Mid-Year, we can possibly offer continuing legal education credit for that session. Secretary Tuller will check with the National Association of Legal Assistants regarding CLE credit.

The session for Mid-Year will be formatted as follows:

1. Morning Sessions will begin at 8:30am and will conclude at 12:00 noon. Afternoon sessions will begin at 1:00pm and will conclude at 4:30pm.
2. Morning sessions:
Track 1 - Basics 8:30 - 12:00
Track 2 - Disaster Preparation 8:30 - 10:00; E-Discovery 10:00-12:00
3. Afternoon sessions:
Track 1 - Advanced 1:00 - 4:30
Track 2 - Computer Forensics or UCF Selection 1:00 - 2:30; UCF Selection - 2:30-4:30
**UCF selections discussed were "Verbal Tactics", "Laws of Leadership" and "Time Management for Records Managers". We will need to work with UCF regarding availability and speaker.

President Gloria Lewis-Hutchinson will design the conference brochure. It will be posted to the website during the week of November 19. Secretary Tuller will update the website in Director Ingram's absence.

There was discussion regarding whether or not conference transcripts should be posted to the website, due to potential confidentiality issues. President Lewis-Hutchinson will see if password protected access to an individual member's transcripts can be provided by our webmaster. We will survey the membership at Mid-Year in order to determine what the majority of the members would prefer. We will

check with Director Ingram in order to determine if any survey templates from prior conferences still exist.

The Board will convene on January 24, 2008, at the conference hotel, in order to prepare for mid-year.

All speakers will be required to provide materials in advance. Arrangements for A/V needs will be made with all speakers. FRMA has two projectors and 2 laptops available through President Lewis-Hutchinson, and additional laptops available through Vice President Mudd. President Lewis-Hutchinson also has two speaker systems available for FRMA use.

New Business

2008 Annual Conference

The 2008 Annual Conference will be held May 5 - 9, 2008, at the Buena Vista Suites in Orlando. Vice President Mudd will ask Director Luckie-Latimore to confirm availability with the hotel.

The theme for the 2008 Annual Conference needs to be determined.

Future Conference Concerns

1. Future conference contract negotiations must include a provision stating that FRMA is permitted to bring in and use our own A/V equipment.
2. President Lewis-Hutchinson called upon us to think of ways to streamline conference processes.
3. Standards must be set for all electronic documents coming to FRMA from members, presenters, etc. in order to minimize the time spent converting numerous disparate documents.
4. General meetings will be held during regular business hours, with all members present. We will revert to our previous practice of conducting the Annual Business Meeting during a luncheon. General meetings will no longer be conducted at evening functions.
5. A standard agenda will be followed for the Annual Meeting.
6. New officers will be properly sworn in during the Annual Business Meeting.
7. The report of the Nominating Committee will be formally accepted during the course of the Annual Business Meeting.
8. A standard award structure will be established for the Annual Meeting. For example, the Nominating Committee members were honored and presented with a gift during the 2006 Annual Meeting. The members of the Nominating Committee were not honored or recognized in any way during the 2007 Annual Meeting. Award standards and practices will be standardized.
9. In order to control expenses, we will no longer mail candidate bios along with the ballot. The ballot ONLY will be mailed; the candidate bios will be posted to the website, with a

notation to that effect printed on the ballot. The by-laws require the mailing of a ballot only.

The meeting was adjourned at 11:56am.

Respectfully submitted,

Sandra Tuller, CP, FCRM
Secretary