

FLORIDA RECORDS MANAGEMENT ASSOCIATION
BOARD MEETING
MID-YEAR CONFERENCE
Thursday, January 17, 2008

APPROVED MINUTES

Regal Sun Resort, Lake Buena Vista, Florida

The meeting was called to order by President Gloria Lewis-Hutchinson at 2:45pm. Those attending included Gloria Lewis-Hutchinson, President, Patrick Mudd, Vice President, Archie Matthews, Director of Administration, Kimberly Ingram, Director of Public Relations, and Sandra Tuller, Secretary. A quorum was present. Board members absent were Pamela Luckie-Latimore, Director of Programs, Teresa Aguiar, Director of Membership, Debra Doré-Thomas, Treasurer, and Jo Ann Mixon, Immediate Past President. Marilyn Crotty, representing UCF, and member Nancy Tatum were present as guests of President Lewis-Hutchinson.

President

President Lewis-Hutchinson introduced Marilyn Crotty. At President Lewis-Hutchinson's request, Ms Crotty presented a proposal for UCF to assume all aspects of FRMA conference management. UCF can assume many conference functions, such as:

- Scout and negotiate with hotels for space and food
- Meet with the conference committee
- Design and print conference brochures
- Handle phone calls regarding conference information
- Contact speakers
- Produce a conference agenda
- Provide name tags, ribbons, handouts, and some equipment
- Follow up on conference evaluations
- Pay hotel bills and review them for accuracy

The cost for this service would be \$65.00 per participant, with a 75 participant minimum. UCF can perform the registrar function only for \$25.00 per participant. Ms Crotty stressed that the FRMA conference committee would still be involved, and would be doing most of the legwork. She stressed the need for a set, defined curriculum, and stated that the FRMA Board would need to approve all certification requirements.

Ms Crotty stated that UCF runs the Code Enforcement conferences, and provided some insight as to how that curriculum is structured. Code Enforcement certification classes can be taken at Institute of Government locations all over the state. The Code Enforcement conferences are utilized primarily for continuing education credits. The Code Enforcement group requires 16 continuing education credits earned over the course of two years in order to maintain certification. Ms Crotty stated that the FCRM certification process

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could ultimately be set up in a similar manner, with exams and written assignments possible.

Ms Crotty reiterated that Board training is available to us under our current contract. President Lewis-Hutchinson stated that she would like to have a class on e-mail management for Board members.

President Lewis-Hutchinson stated that she would forward a copy of the UCF conference management proposal to all Board members so we can review and discuss at another meeting. Directors Ingram and Matthews stated that we need to do some calculations in order to determine whether or not the proposal would be cost effective for us. Ms Crotty left the meeting at 3:30pm.

The problem of timely response to FRMA e-mails was raised. President Lewis-Hutchinson agreed to set up an e-mail account for FRMA correspondence that is separate from her work e-mail account. If too many e-mails from the same source come through the SJRWMD server they are rejected as spam.

Vice President

As Conference Committee chair person, Vice President Mudd has assumed responsibility for receiving all registration forms and checks for the Mid-Year conference. He has been in contact with Treasurer Doré-Thomas, who was unable to attend this meeting. Vice President Mudd has received several checks from Treasurer Doré-Thomas that were written in June 2007 for shirt orders. He will check with those members when they register for the Mid-Year Conference in order to determine if they still wish to proceed with their shirt orders. Vice President Mudd worked with Past President Mixon in order to finalize and place the shirt order. Treasurer Doré-Thomas is still in possession of checks from the May 2007 Annual Conference that have not been deposited. She will send those checks to Vice President Mudd via another member from the Margate area who will be attending the Mid-Year Conference.

It was noted that a final close out for the May 2007 Annual Conference has still not been published.

The crucial issue of having only one signer on the FRMA bank account was discussed. A motion was made by Director Ingram to add the President and the Vice President as authorized signers to the FRMA bank account. The motion was seconded by Director Matthews, and passed unanimously. Effective immediately, the authorized signers on the FRMA bank account will be:

Gloria Lewis, President
Patrick Mudd, Vice President
Debra Doré-Thomas, Treasurer

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Treasurer Doré-Thomas will meet President Lewis-Hutchinson and Vice President Mudd at the Bank of America branch in Celebration, FL at 9:00am Saturday morning, January 19, 2008, in order to add the President and Vice President to the FRMA account. The Board voted to pay Treasurer Doré-Thomas the amount of \$50.00 toward her travel expenses. The Board also voted to pay for rooms at the Regal Sun for President Lewis-Hutchinson and Vice President Mudd for Friday, January 18, 2008, as they will be remaining in Orlando after the close of the Mid-Year conference in order to conduct FRMA business on Saturday morning,

Secretary

The minutes from the previous meeting, held November 17, 2007, were previously approved, as provided for in the transcript from the November 17, 2007 meeting, which states:

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.

Hearing no objections, all previous minutes stand approved as of close of business November 21, 2007.

Director of Administration

Director Matthews presented proposed revisions to pages 5, 7, and 8 of the FRMA by-laws. The proposed by-law revisions will establish a new Board position entitled "Director of Education", as was discussed in May 2007. The Director of Education will serve a two-year term, and will chair an Education Committee. The Director of Education will be responsible for coordinating all educational activities of the organization, including coordinating and contacting conference speakers and working with UCF to expand and maintain the integrity of the FCRM certificate program. Vice President Mudd moved to accept the by-law revisions and present them to the membership for approval at the 2008 Annual Conference, with an Education Committee designated to serve in the interim until a Director of Education can be elected in 2009. The motion was seconded by Secretary Tuller. It passed unanimously.

Director Matthews will draft an additional by-law change, which will establish an audit committee and will detail a series of mandatory audit procedures and requirements. The proposed changes will be presented for Board review at a later date.

Director of Programs

Not in attendance

Treasurer

Treasurer Doré-Thomas was not in attendance. Mid-Year Conference obligations and issues were discussed by the Conference Chair, Vice President Mudd. See the Vice President section of this document

Director of Membership

Not in attendance

Director of Public Relations

Director Ingram stated that the website has many features available that we are paying for as part of our service package, but are not currently taking advantage of. We may be able to make greater use of the website in order to facilitate some conference functions for the 2008 Annual.

Immediate Past President

Not in attendance

OLD BUSINESS

UCF Contract

The UCF contract still has not been paid.

Mid-Year

We are not providing binders for Mid-Year. Handouts will be distributed at the start of each session. Nametags will be the only item handed out at the registration table.

Nancy Tatum demonstrated the Access 2007 data base interface with UCF. The data entered into the data base is exported to UCF in PDF format. President Lewis-Hutchinson wants to conduct Mid-Year class sign in via the data base. She plans to have four (4) PC's available, one at each door. The PC's will be manned by volunteers. The volunteers will type in the participants' name or member number, and will select the appropriate class from a menu. The suggestion was made to have member numbers printed right on the name tags for future conferences. The volunteers will also be able to check credit status for members who have questions or concerns.

There was discussion as to whether paper sign in sheets still need to be circulated during the sessions. Director Ingram pointed out that the sign in sheet is the only proof we have that the member actually did attend classes. Examples were given of actual instances where an employer did ask for confirmation of an employee's attendance, and copies of the signed attendance sheets were produced. A motion was

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made by Director Matthews to circulate paper sign in sheets during each session, and before and after break during sessions where breaks are provided. The motion was seconded by Director Ingram, and passed unanimously.

Vice President Mudd expressed concern that the data base is housed on SJRWMD equipment. He cited job related issues, and noted some of the dangers inherent in having our data base hosted on a server or a laptop belonging to another entity.

Director Ingram will check with the webmaster in order to determine if FCRM credits and status information can be posted to the FRMA website, using individual member logins.

New Business

2008 Annual Conference

The 2008 Annual Conference will be held May 5 - 9, 2008, in Orlando. The hotel will be determined. Conference locations were set for the next four (4) years, as follows:

Annual (May)	Mid-Year (November)
2009 Daytona	2009 Daytona
2010 Boca Raton	2010 Boca Raton
2011 Orlando	2011 Orlando
2012 Tampa	2012 Tampa

Future Conference Concerns

1. Require attendees to indicate their class selections on the registration form. That will give us a much better indication as to how much space to allocate for each session.

The meeting was adjourned at 5:35pm.

Respectfully submitted,

Sandra Tuller, CP, FCRM
Secretary