

FLORIDA RECORDS MANAGEMENT ASSOCIATION  
BOARD MEETING  
MID-YEAR CONFERENCE  
Friday, January 18, 2008

APPROVED MINUTES

Regal Sun Resort, Lake Buena Vista, Florida

The FRMA Board convened briefly during the lunch break at the Mid-Year conference. The meeting was called to order by President Gloria Lewis-Hutchinson at 12:18pm. Those attending included Gloria Lewis-Hutchinson, President, Patrick Mudd, Vice President, Archie Matthews, Director of Administration, Kimberly Ingram, Director of Public Relations, Pamela Luckie-Latimore, Director of Programs, and Sandra Tuller, Secretary. A quorum was present. Board members absent were Teresa Aguiar, Director of Membership, Debra Doré-Thomas, Treasurer, and Jo Ann Mixon, Immediate Past President.

The following points were discussed:

1. The 2008 Annual will be held in Orlando. Director Luckie-Latimore will check several hotels in the area, including but not limited to the Regal Sun, Buena Vista Suites, Hilton, and Embassy Suites. She will have a conference hotel lined up within 1-2 weeks.
2. The Board will meet on Friday, February 22, 2008, at the annual conference hotel. We will discuss the UCF conference management proposal. President Lewis-Hutchinson will forward the proposal to all Board members. Director Ingram expressed concern about the cost of the proposal. Vice President Mudd stated that his local ARMA chapter's partnership with the University of North Florida during a recent seminar worked out very well.
3. We need to call for volunteers to assist with the 2008 Annual conference. Director Matthews suggested that we send out volunteer forms with the annual membership renewal. The form should ask the member to state whether they are willing to volunteer for the conference only, or if they would be willing to serve on a year-round conference committee.
4. President Lewis-Hutchinson reported that she had heard no negative comments regarding the electronic registration process.
5. President Lewis-Hutchinson stated that transcripts should be posted to the website, accessed via secured login. She will give Director Ingram the website information today.
6. Lunch for the Board for Friday, January 18, 2008 will be billed to the master account, as FRMA business was conducted during lunch.

The meeting recessed at 12:45pm. The meeting was adjourned at 1:00pm.  
Respectfully submitted,

Sandra Tuller, CP, FCRM  
Secretary