

FLORIDA RECORDS MANAGEMENT ASSOCIATION
BOARD MEETING
Friday, April 4, 2008

APPROVED MINUTES

Conducted via Conference Call

The meeting was called to order by President Gloria Lewis at 9:20am. Those attending included Gloria Lewis, President, Archie Matthews, Director of Administration, Kimberly Ingram, Director of Public Relations, Pamela Luckie-Latimore, Director of Programs, Sandra Tuller, Secretary, and Jo Ann Mixon, Past President. A quorum was present. Board members absent were Teresa Aguiar, Director of Membership, and Patrick Mudd, Vice President and Interim Treasurer. Director Luckie-Latimore joined the conference call at 9:29am; Past President Mixon joined the conference call at 9:55am.

President

President Lewis stated that SJRWMD doesn't permit music attachments, so the Trade Winds contract, which contained a music file, did not make it through the firewall. It was subsequently retrieved and forwarded to President Lewis, after she initiated research. The Trade Winds contract for the 2009 Annual Conference has now been signed.

President Lewis has verified that Ms Van Tine does have sufficient credit hours for FCRM certification. Her certificate has not been printed because UCF produces certificates in batches, rather than individually. At the request of President Lewis, UCF has agreed to print Ms Van Tine's certificate out of sequence. President Lewis will contact Ms Van Tine to inform her that her FCRM certificate is forthcoming.

Vice President

Vice President Mudd was not in attendance, but informed the Board prior to the meeting that he would take care of mailing a Certificate of Attendance for the St. Augustine Mid-Year conference to Bill Sheroke. **Director Matthews made a motion to include the conference Certificate of Attendance with the registration materials that are presented to conference attendees at check in. The motion was seconded by Director Ingram; motion carried.** This is strictly for the Certificate of Attendance. It addresses conference attendance only, and does not pertain in any way to the FCRM education requirement.

Secretary

The minutes from the February 22, 2008 Board meeting, which was held at the SJRWMD satellite office in Altamonte Springs, were submitted for approval by Director Ingram. Director Ingram prepared the February 22 minutes, as Secretary Tuller was unable to attend that meeting. **Director Matthews moved to approve the minutes as e-mailed to the Board. The motion was seconded by Director Luckie-Latimore; motion carried.**

Director of Administration

Director Matthews is finalizing the revisions to the by-laws. He will insert another revision, providing for meeting attendance by conference call or other electronic means. This revision will be submitted to the Board via e-mail for approval later today, and must be ratified today. The by-laws will be sent to the printer this weekend, and will be mailed to the membership late next week. The printer will invoice FRMA. Director Matthews will take care of postage, and will submit a receipt for reimbursement. He estimates that the cost to mail the by-laws to the members will be approximately \$1.50 per copy.

The legal committee is updating the duties and responsibilities document. The members do not need to vote on this document. It will be posted to the FRMA website upon completion.

Director of Programs

Director Luckie-Latimore and President Lewis discussed the speakers and topics for the 2008 Annual conference.

- Vincent Edwards will teach the "Basics of Records Management" class
- Candice Odom will present "Managing e-mail Retention for Public Records", and will provide updates on the GS2 revisions, Rule 1B-26.003, and will give an overview of all recent changes to the State Dept. website. Due to the State seminar in Orange Park on May 20th, Vincent and Candace will not be available until May 21.
- Steve Lewis will teach the "Advanced Records Management" class
- Robert Moody is scheduled to present Electronic Discovery and Electronic Discovery Workshop on May 21 and 22, but may have to report for trial on those dates. Director Luckie-Latimore will confirm Mr. Moody's schedule with Linda Nijem today. In addition, Director Luckie-Latimore will attempt to get permission to include some of Mr. Moody's newsletters with the conference materials that will be handed out to the members at registration
- Katina Glasco will speak on document imaging, specifically the imaging process, estimating, prep, indexing, and benefits
- Ken Easterling will present records management process flow charting and project management. The project management session can be used as continuing education credit for those individuals who hold the project management certification.
- Robert Presley will present GIS, or spatial records management. The presentation will address the handling of layers of electronic documents.
- A tentative session on the transition from micrographics to imaging was discussed. President Lewis will confirm.
- President Lewis will contact Pat Gleason from the Attorney Generals Office regarding a legislative update. Director Luckie-Latimore will e-mail the contact information for Ms Gleason to President Lewis.

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- Director Luckie-Latimore will contact the Secretary of State and her sister, Judge Alicia Latimore, regarding the keynote address. If neither is available to give the keynote address, she will try Diane Matousek, Volusia County Clerk, and Lydia Gardner, Orange County Clerk. President Lewis will ask UCF to grant education credit for the keynote address.
- Director Luckie-Latimore will contact the mayor of Daytona Beach regarding the issuance of the FRMA proclamation.
- UCF will teach the "Laws of Leadership", the entire series.
- Director Luckie-Latimore will arrange for UCF to teach "Time Management", "Verbal Tactics", and "Communication", tailored for records managers.
- Any open slots will be listed as TBA on the conference agenda that will go out on Tuesday, April 8
Director Ingram asked Director Luckie-Latimore to send her a list of speakers, with contact numbers, so she can make hotel reservations.

Treasurer

Interim Treasurer Mudd was not in attendance. However, he informed the Board prior to the meeting that we have approximately \$23,000.00 in the FRMA bank account. A deposit of \$250.00 will be mailed to the Trade Winds, and the outstanding website bill will be paid.

The account change was completed, and President Lewis has received the checks for the new FRMA account. She will meet Interim Treasurer Mudd in Jacksonville next week, and will give him the checks at that time.

Director Matthews suggested that the Treasurer be given the authority to pay routine, recurring bills (such as website) without prior Board approval. **Director Ingram made a motion to authorize the Treasurer to pay routine, recurring bills with notification to the Board; ratification to take place at the next scheduled Board meeting. The motion was seconded by Past President Mixon; motion carried.**

Director of Membership

Director Aguiar was not in attendance. However, she had previously notified the Board that ballots for the upcoming FRMA election will be mailed to the membership by April 14.

It was noted that the Board never received notification of the final slate of candidates. We received the preliminary list of nominees, but not the final list, as will appear on the ballot. Secretary Tuller will contact Director Aguiar and Nominating Committee Chairwoman Hill. Secretary Tuller will look for her old template, and will forward it to Director Aguiar and Chairwoman Hill, if found.

Director of Public Relations

Director Ingram reported that the newsletter will go out next week. President Lewis will submit a President's Message by noon on

April 10th, and the newsletter will be forwarded to the webmaster for update to the website by noon on Friday, April 11.

President Lewis will forward a conference brochure/agenda and registration form to the Board by close of business on Monday, April 7. It will be forwarded to the webmaster for update to the website by close of business on Tuesday, April 8.

Immediate Past President

Immediate Past President Mixon recommended a portfolio type binder to hold 2008 Annual conference materials. The portfolio has a handle, and zips shut. It can be ordered in black with the FRMA logo in yellow. The cost for the binder is \$11.95 each. **Director Luckie-Latimore moved to order 250 of the portfolio binders described above for the 2008 Annual. The motion was seconded by Director Matthews; motion carried.** Citing the need to rebuild the FRMA treasury, the Board authorized Past President Mixon to order a couple of inexpensive items to enclose inside of the binders as gifts to conference attendees.

The only outgoing Board member this year is Director Ingram. Director Ingram will choose her gift from the Imprint catalog and will notify Past President Mixon of her selection.

OLD BUSINESS

A certified letter has not yet been sent to former Treasurer Debra Dore-Thomas. President Lewis will write and send the letter. The letter will inform Ms Dore-Thomas that she has been removed from office as per the provisions of Article V(A)(5) of the FRMA by-laws. She will be instructed to return FRMA business materials regardless of format to the Director of Administration within 30 days. She will be provided with a mailing address and contact phone number for the Director of Administration.

Future nomination forms will inform potential officers that current contact information will be required but not posted.

This matter will be discussed before the membership at the 2008 Annual Meeting.

2008 Annual Conference

The theme for the 2008 Annual Conference will be "Techniques for your Records Management Program". Classes will be approximately 1 hour and 15 minutes in length. There will be 6 ½ educational hours offered on Tuesday and Wednesday; 3 ½ hours of educational credit will be offered on Thursday and Friday, with an additional 3 ½ hours allotted for the Annual Meeting on Thursday.

President Lewis would like to implement a game, to be played by attendees during breaks. She will e-mail a sample of a game used for SJRWMD activities to the Board for review and approval.

President Lewis stated that we are not tracking education hours for non-FRMA members. Conference attendees currently must be paid FRMA members when the classes are taken in order to receive FCRM education credit. We do not go back and award credit for classes that

were taken prior to an individual paying FRMA dues and registering for FCRM credit. Discussion ensued as to whether or not education credit should be granted for classes taken prior to becoming a FRMA member. Director Ingram moved to continue with the current policy of offering FCRM education credit to paid FRMA members only; to continue with the current policy of granting FCRM education credit only to those participants who were paid members of FRMA at the time the class was taken; to require FRMA members to apply for FCRM certification; to add a declaration of intent to register for the FCRM curriculum on the registration form for future conferences; and to require conference attendees to sign up for the classes they wish to attend on the conference registration form. The motion was seconded by Director Latimore; motion carried.

Director Ingram pointed out that the proper acronym for the Florida Certified Records Manager designation is FCRM, not F-CRM or any other variation. Director Ingram stated that this must be made clear to the membership.

Director Ingram will coordinate vendors for the 2008 Annual; Secretary Tuller will assist. Director Ingram anticipates a drop in vendor participation due to the current state of the economy. In order to provide opportunity for greater vendor exposure, we will offer to publish/advertise vendor logos as part of the vendor pricing package. Director Ingram anticipates having at least one vendor logo within the next 3 weeks.

Per the suggestion made by President Lewis, story boards, similar to those used during the ARMA International conferences, will be set up in the lobby/reception area during the 2008 FRMA Annual conference.

Discussion ensued as to whether or not vendors should be permitted to speak at FRMA conferences. It was decided that a vendor may be permitted to do conference presentations as long as that vendor does not attempt to sell his own product, and as long as that vendor is not providing financial support for the event at which the vendor is speaking.

President Lewis will have an agenda and registration form ready for Board inspection by close of business on Monday, April 7; they will be sent to the webmaster for update to the FRMA website by close of business on Tuesday, April 8.

New Business

2008 Mid Year

Director Luckie-Latimore reported that the Marriott in Orlando has availability for late October or early November. The Marriott is located near the Orlando airport. As the ARMA International conference is scheduled for late October, the Board agreed that the Mid Year will be held on November 6 - 7, 2008, in Orlando. The conference will be a one day event, and will be held on Friday, November 7. The Board will arrive during the afternoon of Thursday, November 6 in order to prepare for the event. Director Luckie-Latimore will confirm the Marriott's availability for November 6 and

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7. Director Ingram will check with the Daytona Beach Hilton as a back up, in case the Marriott is unavailable.

Future Conference Concerns

President Lewis stated that she would like to see FRMA obtain one laptop, one projector, and one speaker system of our own that could be used for future conferences in order to defray expenses incurred from having to lease audio visual equipment from conference hotels.

In addition, President Lewis would like to see FRMA purchase training and educational videos that could be utilized for future FRMA conference events. The videos would be income-generating, as FRMA could lease the videos to other organizations to use for their seminars and conferences.

The meeting was adjourned at 11:48am.

Respectfully submitted,

Sandra Tuller, CP, FCRM
Secretary