

FLORIDA RECORDS MANAGEMENT ASSOCIATION
BOARD MEETING
Monday, May 19, 2008

APPROVED MINUTES

Daytona Beach Hilton, Daytona Beach, FL

The meeting was called to order by President Gloria Lewis at 5:08pm. Those attending included Gloria Lewis, President, Patrick Mudd, Vice President and Interim Treasurer, Sandra Tuller, Secretary, Archie Matthews, Director of Administration, and Kimberly Ingram, Director of Public Relations. A quorum was present. The Board members absent were Teresa Aguiar, Director of Membership, Pamela Luckie-Latimore, Director of Programs, and Past President Jo Ann Mixon.

No formal agenda was provided, and the only topic of discussion was the finalization of preparations for the 2008 Annual Conference.

2008 Annual Conference

- President Lewis announced that Pat Gleason will not be available, leaving us without a keynote speaker and without anyone to do the "Legislative Update" session. Ms Gleason provided the names of two people who might be able to substitute for her; both are also unavailable. President Lewis will try to work through Stetson University in order to cover the "Legislative Update" session, and will see if JoAnn Constantini can provide the keynote address.
- Director Ingram will cancel the room reservations that were made for Pat Gleason.
- MCCI is confirmed. Their representative will be speaking on DoD 5015.20 compliance within electronic records and document imaging systems.
- President Lewis spoke with Steve Lewis regarding presentation content, as Mr. Lewis is providing a case studies presentation as well as "Advanced Records Management".
- President Lewis reported that Rob Presley and Ken Easterling are both confirmed as speakers. However, there are no room reservations made for either of them. Mr. Presley will be speaking on project planning, and Mr. Easterling will be presenting a session on process improvement.
- President Lewis reported that no arrangements were made for a color guard, and no arrangements were made for a welcoming address from the mayor.
- President Lewis reported that none of the presentations have been copied. She will have the copies made. The copies will be in black and white, and will be double-sided.
- The volunteers can assemble the portfolios and name tags. As the presentation copies are not available, they cannot be included in

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the portfolios. The portfolios will include only the notepads and mechanical pencils that were ordered by FRMA as member gifts. Copies of the presentation materials will be distributed at the beginning of each session.

- We are unable to confirm all of the funds that may have been received from May 11, 2006 - February 22, 2008 due to problems encountered throughout the term of the previous treasurer. Therefore, it was resolved that membership fees payable during this period will be assumed paid. Class credit will be awarded for documented class attendance during this period, pending approval from UCF.

The meeting was adjourned at 6:15pm.

Respectfully submitted,

Sandra Tuller, CP, FCRM
Secretary