

FRMA Outgoing Board Meeting

May 22, 2008

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FLORIDA RECORDS MANAGEMENT ASSOCIATION
OUTGOING BOARD MEETING
Thursday, May 22, 2008

APPROVED MINUTES

Daytona Beach Hilton, Daytona Beach, FL

The meeting was called to order by President Gloria Lewis at 4:55pm. Those attending included Gloria Lewis, President, Patrick Mudd, Vice President, Rita Smith, Treasurer, Archie Matthews, Director of Administration, Kimberly Ingram, Director of Public Relations, and Sandra Tuller, Secretary. A quorum was present. Board members absent were Teresa Aguiar, Director of Membership, Pamela Luckie-Latimore, Director of Programs, and Jo Ann Mixon, Immediate Past President.

No formal agenda was provided.

President

President Lewis welcomed the new treasurer, Rita Smith. President Lewis stated that she would call Waletta Dunn, incoming Director of Public Relations, and Pamela Luckie-Latimore, incoming Director of Programs, in order to welcome them to the Board.

Vice President/Interim Treasurer

Vice President and Interim Treasurer Mudd stated that he will have incoming treasurer Rita Smith added to the FRMA bank account as an authorized signer tomorrow, Friday, May 23, 2008. Secretary Tuller will provide an abbreviated copy of the minutes from this meeting, which formally establishes Treasurer Smith as an authorized signer on the FRMA bank account. Secretary Tuller will provide the abbreviated minutes this evening, so Vice President Mudd, Treasurer Smith, and President Lewis will have the document to present at Bank of America tomorrow. Treasurer Smith will have primary status on the bank account. All FRMA Board members will be set up with access rights in order that they may view the bank account online. Vice President/Interim Treasurer Mudd stated that he will pass all FRMA treasury documents to Treasurer Smith, and will prepare a transmittal document to record the transfer. Treasurer Smith will open a new post office box for FRMA correspondence, and will forward that information to the Director of Membership and the Director of Public Relations. Treasurer Smith stated that she would like to put the FRMA bank account on "Quick Books". President Lewis suggested that FRMA could purchase a copy of the "Quick Books" software after 2008 Annual Conference settlement.

Secretary

The minutes from the April 4, 2008 Board meeting, which was held by conference call, were submitted for approval by Secretary Tuller. **Vice President Mudd moved to approve the minutes as presented to the Board. The motion was seconded by Director Ingram; motion carried.** Secretary Tuller stated that the minutes will be forwarded to the webmaster for placement on the FRMA website on Tuesday, May 27, 2008. Secretary Tuller state that FRMA should look into obtaining Directors and Officers (D&O) insurance. She will research the matter and will give a report at the next Board meeting.

Director of Administration

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Director Matthews stated that the FRMA by-laws call for the bonding of officers who have access to FRMA funds. Director Matthews further stated that the bank account should be updated with the new information regarding Treasurer Smith first. Upon completion we can take measures to bond the appropriate individuals. Director Ingram stated that we can check the website myfla.gov for instructions on bonding.

Director of Programs

Director Luckie-Latimore was not in attendance.

Director of Membership

Director Aguiar was not in attendance. It was noted that Director Aguiar will need to update the FRMA membership application in order to reflect FRMA's new PO Box number. President Lewis reported that a purchase order has been cut to pay delinquent 2008 membership dues for herself, Nancy Tatum, Vicki White, and JoAnn Fuqua.

Director of Public Relations

Director Ingram reported that she is in possession of a Sony Cybershot 7.2 megapixel camera, with cords, box, and warranty, which belongs to FRMA. She will turn this equipment over to the new Director of Public Relations as soon as possible, and will prepare a transmittal document to record the transfer. Director Ingram reported that the domain name and web hosting site for the FRMA website are paid and secured until 2010. Kurt Stevenson invoices FRMA for his services as webmaster annually.

Immediate Past President

Immediate Past President Mixon was not in attendance.

Old Business

A certified letter was never sent to former Treasurer Debra Dore-Thomas. President Lewis cited a lack of a current mailing address for Ms Dore-Thomas.

2008 Annual Conference Issues

The Board addressed a number of issues that were raised by the membership during the course of the conference. Some issues were raised verbally, and some were presented in written format to various Board members. Issues raised by the members include the following:

- Lack of communication from the Board
- Lack of Response from the Board
- Unreasonable delays in receiving FCRM certificates
- Unreasonable delays and lack of response to UCF/FCRM related inquiries
- Members do not have access to the UCF data base and can not view or verify their own transcripts. When they ask for verification the answers are received untimely, or not at all
- Board appears to be disorganized
- FRMA newsletter does not contain any substantive information
- Lack of conference pre-planning
- Conference notifications and agendas are being published too late
- Speakers are not being introduced at conference sessions
- Surveys are not being handed out at the close of conference sessions
- There was no color guard at the 2008 Annual Conference

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- The President did not address the membership as a group on the first day of the 2008 Annual Conference
- The Board members were not introduced at all during the 2008 Annual Conference
- Vendors should not be permitted to give presentations at FRMA conferences

UCF Data Base

The inability of members to view their own transcripts and the length of response time to inquiries regarding FCRM certification status is a major issue with the members. President Lewis was asked why member queries couldn't be answered by the volunteers manning the laptops for session check in. President Lewis responded that the laptops do not contain the official data base, and can not be utilized in order to verify credit. President Lewis stated that UCF maintains the official data base, which is updated based upon the session sign in information provided by FRMA. Director Ingram suggested that the Board should go to UCF in order to meet with Marilyn Crotty and observe the UCF system process. The Board agreed; President Lewis stated that she would set an appointment for the Board to meet with Marilyn Crotty at UCF.

Vice President Mudd requested a copy of the data base. President Lewis stated that the data base actually resides on a St. Johns River Water Management District server. Vice President Mudd clarified that he was not asking for anything belonging to the water management district; he was merely requesting a copy of the file, which rightfully belongs to FRMA. Discussion ensued regarding the necessity of trying to maintain a data base separate from the UCF data base, when the UCF data base is the only one that can be used to verify FCRM credit. The Board agreed that a mirror image of the UCF data base should ultimately be housed on a medium controlled by FRMA, such as the FRMA website. Director Ingram emphasized that the data base must be in order and accurate before the new Director of Education is elected in May 2009. President Lewis agreed to provide the data base file (the version housed on the St. Johns River Water Management District server) to Vice President Mudd by end of conference on Friday, May 23, 2008. President Lewis stated that she will have the St. Johns River Water Management District server scrubbed of all FRMA data after the file has been turned over to Vice President Mudd. President Lewis further stated that she will provide a notarized statement when the data scrub has been completed.

New Business

Treasurer Smith stated that she would like to see FRMA purchase a laptop, to be used for FRMA bank account reconciliation purposes. The laptop could also serve as a backup storage site for the FRMA mirror image copy of the UCF data base.

President Lewis and Treasurer Smith stated that FRMA might want to consider requiring a commitment letter from a member's direct supervisor as a prerequisite for running for a seat on the FRMA Board.

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The meeting was adjourned at 6:30pm.
Respectfully submitted,

Sandra Tuller, CP, FCRM
Secretary