

FLORIDA RECORDS MANAGEMENT ASSOCIATION
BOARD MEETING
Monday, June 30, 2008

APPROVED MINUTES

Conducted via Conference Call

The meeting was called to order by President Gloria Lewis at 2:05pm. Officers attending included Gloria Lewis, President, Patrick Mudd, Vice President, Rita Smith, Treasurer, Sandy Tuller, Secretary, Archie Matthews, Director of Administration, Teresa Aguiar, Director of Membership, Pamela Luckie-Latimore, Director of Programs, And Waletta Dunn, Director of Public Relations. A quorum was present.

Agenda

Welcome New Officers

President Lewis welcomed the new officers, Treasurer Smith and Director Dunn.

Officer Contract Recommendations

Director Matthews stated that the proposed Performance Contracts for FRMA officers, which were previously distributed for review, are based on the Duties and Responsibilities document that was prepared by the Legal Committee. The only comment Director Matthews received was regarding the 24 hour time frame that was stipulated for responding to FRMA inquires, requests, etc. President Lewis stated that she travels frequently, and a 24 hour response requirement would be difficult for her to uphold. The Board unanimously agreed to change the 24 hour response requirement to 48 hours. Director Matthews will update and re-distribute the Performance Contracts. Issues requiring a consensus will be decided by majority vote of the Board, votes to be cast via e-mail. As President Lewis is frequently on the road, any inquiries addressed to her will be answered by any Board member who is able to respond, with notification to the Board that a response has been sent. Treasurer Smith stated that all officers should advise the Board when they are planning to be absent from the office. As long as we know that someone is out of the office, any other Board member can respond to inquiries that would normally be addressed by the Board member who is unavailable.

Meeting with UCF/IOG

President Lewis will try to set up a meeting with UCF for July 22 or July 24, 2008, to discuss the FCRM curriculum and certification requirements. Secretary Tuller will take minutes during the meeting with UCF, and will forward the minutes to those Board members who are unable to attend the meeting.

Purchase of FRMA Laptop

Treasurer Smith and Vice President Mudd have been researching laptop products and prices. The best deal they have found is through Dell.

The laptop package would cost between \$1,500.00 and \$1,700.00, and would include the following: 3-year maintenance agreement, Microsoft Office, all-in-one printer, cables to attach the printer to the laptop, and Norton anti-virus. Director Luckie-Latimore stated that government employees can purchase Microsoft Office for \$25.00; she will send the link to the website. Treasurer Smith and Vice President Mudd will pursue this option. Treasurer Smith reported that there is now approximately \$32,000.00 in the FRMA bank account. There is still a balance due to the Daytona Beach Hilton of approximately \$17,000.00, which will leave approximately \$15,000.00 remaining in the bank account. **Vice President Mudd moved that an amount of \$1,500.00, or thereabouts, be expended for the purchase of a laptop package as described above. The motion was seconded by Director Luckie-Latimore; motion passed unanimously.**

Survey Results

Vice President Mudd reported the results of the membership survey, as follows:

Question #1 - Should we have a Mid-Year conference for 2008?

45 yes and 41 no, with 4 undeterminable votes

Question #2 - In the future, should FRMA host an Annual Conference and a Mid-Year Conference, or should FRMA host only one Annual event?

58 Annual only and 31 Annual and Mid-Year, with 1 undeterminable vote

Question #3 - Would you support hosting the same class in different locales?

66 yes and 20 no, with 4 undeterminable votes

Note that "undeterminable votes" indicate checking both options or not voting for that item at all. Comments that were entered indicated that those who voted against hosting events in multiple locations did so because they felt they would lose the opportunity to network with colleagues from other areas. The Board agreed to discuss the survey results in greater detail during a subsequent conference call, scheduled for Monday, July 14 at 2:00pm.

Mid-Year Conference

The Board agreed that the Mid-Year event will need to be self-supporting, and that no more than \$2,000.00 of treasury funds can be expended for the Mid-Year event. The Mid-Year will still need to offer two tracks, one track for "basics" and "advanced" and one track for other topics. Director Luckie-Latimore will put together a few proposals, including options that incorporate President Lewis's suggestion that we look into facilities such as libraries that do not charge. The Board will discuss the Mid-Year in greater detail during a subsequent conference call, scheduled for Wednesday, July 9 at 2:00pm. Treasurer Smith will take the minutes, as Secretary Tuller has another obligation on July 9 and can not be present.

Approval of Minutes

Director Matthews moved to approve the minutes from Conference Week 2008, as they were transcribed and e-mailed. The motion was seconded by Vice President Mudd; motion passed unanimously. Secretary Tuller will write a letter informing FRMA members of the dues increase for 2009. The letter will be distributed to the Board for review and will be forwarded to Liz Whitaker for e-mail broadcast before the end of this week. The members will be informed about the increase before the Board Meeting minutes that authorized the change are posted on the FRMA website.

Legislative Committee

Secretary Tuller moved to establish a Legislative Committee and appoint Member Timothy Wilhelm to serve as chair. The motion was seconded by Director Matthews; motion passed unanimously. Secretary Tuller will send a letter to Member Wilhelm.

Education Committee

Director Matthews moved to activate the Education Committee immediately and appoint Member Kim Ingram to serve as chair, to serve as the primary contact with UCF, and to have authority to appoint committee members. The motion was seconded by Treasurer Smith; motion passed unanimously. Secretary Tuller will send a letter to Member Ingram.

Membership Outreach

Director Matthews reported that previous research indicated that FRMA members are primarily drawn from cities, Clerks of Court, special districts, and law enforcement. Tax Collectors, Property Appraisers, and Supervisors of Elections are pretty much unrepresented. The Board discussed a Membership Outreach project, designed to target the above-referenced offices in all 67 Florida counties. Secretary Tuller moved that Membership Outreach be initiated, and that a paper mailing consisting of a Letter of Invitation and a promotional brochure be mailed to the offices described above. The motion was seconded by Director Matthews; motion passed unanimously. Director Aguiar will write the Letter of Invitation and will forward it to the Board for approval by the end of this week. Lists of Property Appraiser, Tax Collector, and Supervisor of Elections offices will be forwarded to Director Aguiar by the end of this week. Treasurer Smith will provide a list of Tax Collector offices, Director Matthews will provide a list of Supervisor of Elections offices, and Secretary Tuller will provide a list of Property Appraiser offices. Director Aguiar will take care of the mailing and will send her receipts to Treasurer Smith for reimbursement.

The meeting was adjourned at 3:01pm.

Respectfully submitted,

Sandra Tuller, CP, FCRM
Secretary