

FLORIDA RECORDS MANAGEMENT ASSOCIATION  
BOARD MEETING  
Wednesday, July 9, 2008

APPROVED MINUTES

Conducted via Conference Call

The meeting was called to order by President Gloria Lewis at 2:10pm. Officers attending included Gloria Lewis, President, Patrick Mudd, Vice President, Rita Smith, Treasurer, Archie Matthews, Director of Administration, Teresa Aguiar, Director of Membership, Pamela Luckie-Latimore, Director of Programs, Kim Ingram, Director of Education. Waletta Dunn, Director of Public Relations had emailed everyone to say she would be unable to attend. She called in for a short while. Treasurer Smith took the minutes, as Secretary Tuller had another obligation and could not be present. A quorum was present.

Gloria asked when the Transcripts would be available. Archie said that he's working on these as far back as the August, 2006 sign-in sheets to get the information. He does not have the mid-year conference - St. Augustine sign-in sheets.

**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 will cost \$1,559, and will include the following: 3-year maintenance agreement, Microsoft Office 2007-Small Business w/Publisher and Power Point, all-in-one printer, cable to attach the printer to the laptop, and Norton anti-virus, and carrying case. It should arrive in 2 weeks.

**Checking Account**

The balance on the account as of 7/9/08 is \$12,165.20. This is after paying the Hilton Daytona Beach for the annual conference @ \$17,825.15; the laptop/printer @ \$1,559.00 and to Teresa Aguiar for the Membership Solicitation at a cost to her of \$522.56.

**Mid-Year Conference**

Pam said she has talked with the Royal Plaza in Orlando regarding the 1-day conference on Friday, November 7<sup>th</sup>. In the previous conference call (June 30)– the agreed budgeted amount was \$2,000. The approximate cost is \$1,500 for 2 classrooms with no “perks”. No vendors; no food or beverages. She is waiting for confirmation on this – she should hear from them either 7/10 or 7/11 and will email the Mid-Year Conference information by Friday, July 11 at 5pm to all board members.

**Director Matthews moved to have the Mid-Year Conference, 2008 at this location. The motion was seconded by Treasurer Smith; motion passed unanimously.**

**Classes – Mid Year Conference**

It was discussed that there needs to be both Basic and Advanced classes. President Lewis suggested having people from the state to conduct both classes as we would pay travel costs for 1 person. Treasurer Smith suggested asking a board member or member from FRMA to teach these classes. There was discussion on the needs of other classes. A Leadership Skills class would need to be conducted by UCF. Director Ingram will get the list of (UCF) approved classes from Director Luckie-Latimore. A “Transitioning from paper and microfilm to Imaging” class would be beneficial. Director

Luckie-Latimore said she could teach this class. President Lewis will have someone from her office teach the class on Legislative Updates. She said she would provide AV equipment.

### **Miscellaneous Information**

President Lewis brought up some issues for the Mid-Year Conference for discussion:

1. A standard/general evaluation form needs to be used at the conferences. No designated information to be included on it. Director Matthews will work on this.
2. Board members should introduce the speakers at the conferences.
3. There is no need for a large number of volunteers at the 1-day conferences. Only needed for morning registration.
4. Speaker gifts – Treasurer Smith suggested in order to save money, using items on hand unless given previously. Director Matthews has articles that can be used.
5. Since vendors will not set up, a suggestion was made to let them send items to put on registration table for advertisement.
6. Lunch will not be provided.
7. Suggestion was made to increase the conference fee from \$98.00 to \$110.00. Director Matthews made the motion to accept this increase. The motion was seconded by Vice President Mudd. All were unanimous.

A conference call is set up for July 14<sup>th</sup> @ 2pm – using same numbers from President Lewis.

The meeting was adjourned at 3:00 pm.  
Respectfully submitted,

Rita Smith,  
Treasurer