

FLORIDA RECORDS MANAGEMENT ASSOCIATION
BOARD MEETING
Monday, July 14, 2008

APPROVED MINUTES

Conducted via Conference Call

The meeting was called to order by President Gloria Lewis at 2:12pm. Officers attending included Gloria Lewis, President, Rita Smith, Treasurer, Sandy Tuller, Secretary, and Archie Matthews, Director of Administration. Kim Ingram, Education Committee Chair, was also in attendance. Officers absent included Teresa Aguiar, Director of Membership, Pamela Luckie-Latimore, Director of Programs, and Waletta Dunn, Director of Public Relations. Patrick Mudd, Vice President, joined the conference call at 2:40pm. A quorum was present. No agenda was provided.

Purpose

President Lewis stated that the purpose of the meeting was to discuss the results of the membership survey.

Mid-Year

A Mid-Year Conference will be held this year. The survey indicated that the membership, by a narrow margin, preferred to hold a Mid-Year event for 2008. We are waiting to hear from Director Luckie-Latimore regarding the outcome of negotiations with the Royal Plaza for November 2008. This was supposed to have been e-mailed to the Board on July 10 or July 11. Treasurer Smith excused herself in order to place a call to Director Luckie-Latimore, for the purpose of obtaining an update regarding hotel status. Treasurer Smith reported that Director Luckie-Latimore was unable to join the conference call, but stated that she had not heard anything more from the Royal Plaza. The Board agreed that we need to meet at the conference hotel in order to plan for Mid-Year as soon as possible.

Annual Conference

The survey indicated that, for future conference structure, the membership prefers to go forward with one Annual Conference instead of an Annual Conference and a Mid-Year Conference. President Lewis stated that 7 educational credits will be lost if the Mid-Year conference is discontinued, and will need to recouped during the Annual Conference. The options discussed included extending conference hours to 8:00am through 5:00pm, and scheduling a full day of sessions on Tuesday in place of the traditional half day format. Secretary Tuller moved to extend the Annual Conference by opening the conference on Tuesday morning, with sessions scheduled from 8:00am until 5:00pm on Tuesday, Wednesday, and Thursday, and with sessions scheduled from 8:00am until 12:00pm on Friday. The motion was seconded by Director Matthews; motion passed unanimously. Chairperson Ingram will check with the Trade Winds to ensure that the extended

hours will not be in conflict with the 2009 Annual contract. Chairperson Ingram is not anticipating any problems.

Director Matthews cautioned that we will need to think of a "hook" that will encourage conference participants to remain at the conference through closing on Friday. One suggestion we will consider is holding the "Legislative Update", one of the most popular sessions, on Friday. Chairperson Ingram stated that the Trade Winds Resort is donating a two-day/two-night stay. We could award this as a door prize just prior to closing, with a stipulation that the winner must be present to win.

Chairperson Ingram asked for clarification as to whether the Education Chair is responsible for contacting and contracting with speakers, or just for working out the details of educational credit with UCF. The Board stated that the Education Chair is responsible for working with UCF to obtain educational credit only. Responsibility for contacting and contracting with speakers lies with the Director of Programs.

Secretary Tuller will contact a colleague who may be interested in providing a 3 hour session on network security for the 2009 Annual Conference.

UCF/IOG/FCRM

Chairperson Ingram will work with Michelle at UCF in order to set up a date and time for the Board to travel to Orlando and meet with Marilyn Crotty and Michelle at their office. The purpose of the meeting is to obtain a better understanding of how UCF handles the FCRM accreditation process, and a better understanding of how continuing education hours are assigned. Chairperson Ingram will try to schedule in such a way as to permit the Board to meet with both UCF and the Mid-Year Conference hotel on the same day.

Transition of Director of Public Relations

Chairperson Ingram reported that the transition of responsibilities between herself, as Outgoing Director of Public Relations, and Waletta Dunn, Incoming Director of Public Relations, will take place next week.

Approval of Minutes

Director Matthews noted that the minutes from the July 9, 2008 conference call need a minor modification; the verbiage "motioned", located in the section entitled "Mid-Year", should be changed to "moved". **Director Matthews moved to approve the minutes from the July 9, 2008 conference call, with the above-referenced change. The motion was seconded by Vice President Mudd; motion passed unanimously.**

The meeting was adjourned at 2:52pm.

Respectfully submitted,

Sandra Tuller, CP, FCRM, FRP
Secretary