

FLORIDA RECORDS MANAGEMENT ASSOCIATION  
BOARD MEETING  
Tuesday, December 16, 2008

APPROVED MINUTES

St. Johns River Water Management District Offices  
4049 Reid St.  
Palatka, FL

The meeting was called to order by President Gloria Lewis at 1:55pm. Officers attending included Gloria Lewis, President, Patrick Mudd, Vice President, Rita Smith, Treasurer, Sandy Tuller, Secretary, Joe Solomon, Director of Public Relations, and Archie Matthews, Director of Administration. Pamela Luckie-Latimore, Director of Programs, participated via conference call. Teresa Aguiar, Director of Membership, was excused. Marilyn Crotty, representing UCF, was also present. A quorum was present.

**Purpose**

President Lewis stated that the purpose of the meeting was to discuss and resolve recurring issues. A copy of the FRMA by-laws was provided for reference. The meeting was turned over to Marilyn Crotty, who acted as facilitator.

**Ground Rules**

The following ground rules were established:

- Be honest and respectful
- One person speaks at a time
- Resolve issues (not available for constant rethinking)
- Full participation
- Focus on issues, not personalities

**Issues**

The following issues were identified:

- Conference planning - getting ahead of the game (tools to assist in conference planning and management)
- Pending motion on Director of Programs position
- Clear delineation of responsibilities (process for implementing change management)
- Communication between Board members

**Roles and Responsibilities**

The primary conflict falls between the Education Committee and the Director of Programs. There is an over lap of duties between the two functions, along with a lack of delineation, which results in conflict. The delineation of duties between the two areas was designed as follows:

Education Committee	Program Director
Curriculum	Logistics (physical site & layout)
Content	Social
Speakers	Marketing
Catalog of Classes	Registration

Three scenarios for the allocation of specific duties between the Education Committee and the Director of Programs were defined:

1. The Education Committee Chairperson is responsible for conference and program planning, including all topics, credit hours, course content, selection of speakers, and verification of credit. The Director of Programs is responsible for everything on the physical, social, marketing, and logistical side, including the coordination of speakers. The coordination of speakers includes hotel accommodations, audio visual arrangements, and any other arrangements that might be necessary in order to accommodate the needs of the speaker.
2. The Education Committee Chairperson would have no involvement in FRMA conferences. The Education Committee Chairperson designs the curriculum, and the Director of Programs is responsible for everything else, including topic and speaker selection.
3. The Education Committee Chairperson designs the curriculum (broad topics) and delineates a list of possible courses related to each topic and number of hours required for each topic. The Director of Programs designs the conference agenda, selects the speakers, and handles all of the logistics.

Due to the limited amount of time remaining, Option #1 was selected as the model for the May 2009 Annual Conference. The Board agreed that Option #3 is the desired model for future conferences.

The following stipulations were agreed upon:

- A "Basic" and an "Advanced" class must be offered at every conference
- The Board will consider offering the "Basic" and "Advanced" class as a pre-conference function
- The Board will look into awarding FCRM credit for "Basic" and "Advanced" classes taken at regional workshops and State classes, with appropriate documentation
- No matter which model is followed, the Education Committee (Director of Education) and the Director of Programs must communicate regularly and frequently
- The Vice President will oversee the activities of the Education Committee until a Director of Education is elected in May 2009

**Committees**

The following FRMA committees were defined:

1. Program - (conference planning) Oversight by Director of Programs
2. Legal - (legal issues, by-laws) Oversight by Director of Administration

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3. Education - (FCRM certification curriculum) Oversight by Vice President until Director of Education is elected in May 2009
4. Nominating - (prepare slate of candidates for FRMA elections) Oversight by Director of Administration
5. Public Relations - (vendor activities) Oversight by Director of Public Relations
6. Membership - (maintain membership registers and information) Oversight by Director of Membership

All committees ultimately report to the FRMA Board.

### **Communication**

The following was decided regarding the issue of Board Communication:

- Board meetings will be held quarterly
- The quarterly Board meetings will be face-to-face
- The quarterly Board meetings will be regularly scheduled one (1) year in advance, at the beginning of each year during the Incoming Board meeting (following the Annual conference in May)
- Technology (audio conferencing) will be used to include Board members who are unable to travel to the face-to-face meetings
- Technology (audio conferencing) will be used on a limited basis between meetings if an issue arises that cannot wait until the next regularly-scheduled Board meeting for resolution
- Board members will be required to submit informational status updates via e-mail at least once per month.
- E-mail updates will be submitted to Director Solomon for dissemination to the members. Director Solomon requested that the updates be sent to the FRMA e-mail account, which he monitors.
- The deadline for e-mail update submission will be the 15<sup>th</sup> of every month, beginning on January 15, 2009.
- A forum will be set up on the FRMA website. Upon completion, the monthly updates will be posted on the forum.
- Each Board member will take responsibility for communicating with other Board members as needed

### **Board Meeting Schedule**

Board meetings for the remainder of the term are scheduled as follows:

- January 22, 2009 (Thursday), at the St. Johns River Water Management District Office in Altamonte Springs
- March 5, 2009 (Thursday), at the Tradewinds in St. Petersburg Beach (Annual Conference site) Director Luckie-Latimore will make the arrangements; Treasurer Smith will send the Tradewinds contact information to Director Luckie-Latimore
- April 22, 2009 (Wednesday), audio conference, dealing only with Annual Conference planning
- May 18, 2009 (Monday), Annual Conference final staging, Tradewinds, St. Petersburg Beach

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- May 22, 2009 (Friday), Annual Conference close out, Tradewinds, St. Petersburg Beach
- Board meetings for the upcoming year will be set during the Incoming Board meeting on Friday, May 22, 2009, Tradewinds, St. Petersburg Beach

**Pending Motion**

Following discussion, Director Luckie-Latimore resigned her position as Director of Programs, creating a vacancy in that office.

**Annual Conference Vendor Pricing**

The Board agreed that the cost for vendor participation for the 2009 Annual Conference will remain at \$500.00.

**Next Meeting**

The next Board meeting will be held at the St. Johns River Water Management District Office in Altamonte Springs at **10:30am on Thursday, January 22, 2009**. President Lewis stated that we should check the St. Johns River Water Management District website (SJRWMD.com) for the address and for directions to the Altamonte Springs office.

The meeting was adjourned at 5:20pm.  
Respectfully submitted,

Sandra Tuller, CP, FCRM, FRP  
Secretary