

FLORIDA RECORDS MANAGEMENT ASSOCIATION
BOARD MEETING
Friday, March 6, 2009

APPROVED MINUTES

Tradewinds Sandpiper Resort
6000 Gulf Blvd.
St. Pete Beach, FL

The meeting was called to order by President Gloria Lewis at 8:45am. 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. Kim Ingram, Education Committee Chair, was also in attendance. Teresa Aguiar, Director of Membership, was excused. A quorum was present. Immediate Past President Nixon was not in attendance.

Purpose

The purpose of the meeting was to discuss and finalize plans for the 2009 Annual Conference, including a tour of the Sandpiper conference facility.

President

President Lewis thanked everyone for attending, and expressed her desire to finalize plans for the 2009 Annual Conference.

Vice President

Vice President Mudd reviewed the contract with the Sandpiper for the 2009 and the 2010 Annual Conference. The standard room rate will be \$129.00 per night, inclusive (including parking and amenities fees). Vice President Mudd informed the Board that the same rates will apply for Mid-Year, which is set for October 7-8, 2009, at the Sandpiper. The Board will arrive on the 7th, with the conference taking place on the 8th. The dates were selected based on availability at the Sandpiper. The charge for drive in parking for the 2009 Annual will be \$15.00 per day. However, Vice President Mudd stated that he will work to negotiate a lower rate, or delete it if possible. The current contract includes a room charge. Vice President Mudd will negotiate to lower or delete the room charge. He will also verify if there are any "per plug" A/V charges. If a "per plug" charge does apply, he will negotiate to lower or delete that charge as well. The Sandpiper will provide a penthouse suite for the 2009 Annual, which will be used as our hospitality suite. Hospitality events are scheduled for Tuesday and Thursday. A barbeque is scheduled for Wednesday night. Vice President Mudd stated that the hotel will permit a barbeque, but the barbeque has to be catered by the hotel. Final arrangements regarding the food will be set closer to the conference.

Secretary

The minutes from the January 22, 2009 Board meeting, which was held at the SJRWMD satellite office in Altamonte Springs, were submitted for approval by Treasurer Smith. Treasurer Smith prepared the January 22 minutes, as Secretary Tuller was unable to attend the meeting. It was noted that, while the minutes made mention of candidate recommendation letters, no clear decision had been made regarding the use of such recommendation letters. Director Matthews moved to require 2 candidate recommendation letters, 1 of which is from the candidate's immediate supervisor, beginning with the 2010 elections. The motion was seconded by Vice President Mudd; motion carried unanimously. Vice President Mudd moved to approve the minutes, with the above clarification included. The motion was seconded by Director Matthews; motion carried unanimously.

Director of Administration

Director Matthews is finalizing the revisions to the by-laws, which must be in the members' hands 30 days prior to the Annual Conference. He is also working with the legal committee on an on-going basis.

Director of Programs

Position vacant - no report

Treasurer

Treasurer Smith reported that FRMA currently has a balance of \$20,396.55 in the bank account. Pay Pal is operational, and is being used. Treasurer Smith noted that FRMA has been receiving new membership applications as well as renewals, and that old members are coming back.

Treasurer Smith informed the Board that one of the candidates in the upcoming FRMA election bounced their membership check. The member was notified, but still has not sent in a replacement check, and has not reimbursed FRMA for the bank charges incurred. Treasurer Smith asked if that candidate was still eligible to run for office. Director Matthews checked the By-laws, and verified that membership dues must be current before a member is eligible to run for office. After discussion, it was agreed that Treasurer Smith will contact the member again. She will explain that the member's candidacy is in jeopardy if the membership is not paid and the fees incurred by FRMA are not reimbursed. The member will be given 48 hours to respond. If membership is not paid and if all fees are not reimbursed within 48 hours, the candidate will be declared ineligible to run for office, and will be removed from the ballot.

Director of Membership

Director Aguiar was not in attendance. However, she had previously reported that we currently have approximately 318 members. The Board agreed that member Maria Menendez will receive credit for seminar classes previously taken. Seminar credit was never granted due to a question as to whether or not Ms Menendez' membership was current when those classes were taken. Due to the transitional issues experienced by the organization during 2006-2007, Ms Menendez will receive credit for the classes in question. The same policy will apply for all issues related to 2006-2007 membership checks that were mailed to the old Margate address.

Director of Public Relations

Director Solomon reported that he has vendors lined up and "waiting in the wings" until after this meeting. At that time, Director Solomon will have more information for them regarding the layout of the vendor display area. MCCI has already sent in their payment. Vendors will be offered the option to remit their registration fees via Pay Pal. Director Solomon will print a newsletter, which will be distributed at the conference. Director Solomon will advise the Board as to the deadline for submission of officer updates and articles. Director Solomon stated that the newsletter will feature an exit story about President Lewis. A new member list will be published on the FRMA website. Director Solomon noted that a conference theme still had not been chosen. The Board agreed on an "island" theme, in keeping with the Caribbean feel of our conference location. The newsletter will echo the "island" conference theme.

Immediate Past President

Immediate Past President Nixon was not in attendance.

OLD BUSINESS:

2009 Annual Conference

- We will hand out recycle bags, bearing the FRMA logo. The recycle bags will be black, with a gold logo. Treasurer Smith will place an order for 250 with 4Imprint.
- We have approximately 150 FRMA notepads left over. The notepads will be handed out with the recycle bags at registration.
- We will order pocket coolies for additional hand outs. The cost is \$.89 each, with a minimum order of 250. Treasurer Smith will place an order for 250 coolies.
- We have some neck wallets left over, and will order additional neck wallets, identical to those ordered in previous years (black with FRMA printed in gold). Director Matthews suggested, and all agreed, that members who bring their old neck wallets with them to the conference will receive a door prize ticket.
- Director Solomon will print name badges and certificates. He will also print all of the speaker materials. Secretary Tuller

stated that she has already received Barbra Peterson's presentation, and will forward the presentation to Director Solomon.

- Education Chairperson Ingram stated that there was a question as to what will be arranged for UCF speaker LaRita Jacobs, as she is local. As Ms Jacobs now resides in Pinellas County, the Board agreed to reimburse Ms Jacobs for mileage, but no hotel accommodations will be arranged.
- Secretary Tuller stated that Richard Ginski requested guidance as to the target audience for the network security presentation. After discussion, it was agreed that Mr. Ginski will be informed to structure his presentation to a beginner - intermediate skill level.
- A/V Requirements: President Lewis stated that she will bring 2 projectors and 1 laptop to the conference. Vice President Mudd will bring 1 laptop. We have our own power cords and surge protectors, but will have to pay for the cables required to hook up.
- Name badges will be color coded in order to indicate which day they are valid, for those who opt to attend the conference on a specific day rather than the entire week.
- Name badges and conference presentation materials will be assembled prior to the conference. We will convene on a Saturday in early May in order to do this, and will call for volunteer participation. The exact date and place will be determined later.

New Business

Camera

Education Committee Chairperson Ingram will give the FRMA camera to Secretary Tuller.

Next Meeting

The next Board meeting is scheduled to take place via conference call on April 22, 2009, from 10:00am - 11:00am. President Lewis will set up the call.

The meeting was adjourned at 10:40am, in order to proceed with the conference site tour.

Respectfully submitted,

Sandra Tuller, CP, FCRM
Secretary

**NOTE: PLEASE SEE THE NEXT PAGE FOR NOTES FROM
CONFERENCE SITE TOUR**

Notes from Conference Site Tour - Tradewinds Sandpiper Resort, St. Pete Beach

- The main room, the Ibis Room, has a capacity of 200. It will be set up classroom style. Mints, water, pens, and notepads are provided for sessions, and are complimentary.
- The adjoining room, the Macaw Room, will be used for break out sessions.
- Wireless microphones and screens are included in the core A/V package.
- Vendors are assigned to the Flamingo Room, which is adjacent to the session rooms. There is direct access to the Flamingo Room from outside, so we can require attendees to enter and exit the sessions through the vendor display area. Registration could also be set up in the vendor display area. After viewing the Flamingo Room, Director Solomon questioned whether the area would be large enough to accommodate all of our vendors. The area will comfortably accommodate 6 displays; we are hoping for 8 vendors. In addition, we would like to set the breaks up in the vendor area. The location of the vendor area will be re-addressed.
- The hotel will work with Vice President Mudd in order to negotiate the drive in parking rate and the room charge.
- The barbeque will be held on either the Sunset Lawn or in the Sandpiper Courtyard, depending on the number of attendees. The Sunset Lawn can handle a small group, but a larger gathering would be conducted in the courtyard. If attendance numbers exceed the capacity of the Sandpiper Courtyard, the hotel will see if the Breckinridge Terrace at the Island Grand is available. If the weather is inclement, the barbeque will be held in the conference center. The conference registration form will require participants to indicate whether or not they will attend the barbeque.
- We need to begin planning the food 30 days prior to the conference; final numbers must be in 5 days prior. Preliminary selections have been made:
 - o Wednesday night: "All-American Cookout", with a keg
 - o Thursday lunch: plated lunch with choice of London broil, chicken marsala, or vegetarian. Attendees will be required to indicate their selection on the conference form; tickets specifying the selection will be distributed.
 - o Mornings: "9-5", which includes a Continental breakfast ("Bakery Basket" package plus mid-morning refresh and afternoon break).
 - o Wednesday morning: "Traditional Breakfast" Treasurer Smith will see if we can use the Tues/Fri "Bakery Basket" package and pay the \$6.50 price differential in order to serve a full breakfast on Wednesday and still maintain our mid-morning refresh and afternoon break inclusive.