

FRMA Board Meeting

May 1, 2009

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FLORIDA RECORDS MANAGEMENT ASSOCIATION  
BOARD MEETING  
Friday, May 1, 2009

APPROVED MINUTES

Conducted Via Conference Call

The meeting was called to order by President Gloria Lewis at 2:11pm. Officers attending included Gloria Lewis, President, Rita Smith, Treasurer, Sandy Tuller, Secretary, Joe Solomon, Director of Public Relations, Teresa Aguiar, Director of Membership, and Archie Matthews, Director of Administration. Patrick Mudd, Vice President was excused. A quorum was present. Immediate Past President Mixon was not in attendance.

**Purpose**

The purpose of the meeting was to discuss and finalize plans for the 2009 Annual Conference.

**President**

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

**Vice President**

Vice President Mudd was unable to attend, but previously verified that the contract with the Tradewinds for Mid-Year has been signed. He has been working on a parking arrangement for the 2009 Annual Conference. The hotel has agreed to absorb parking fees for those participants who drive in for the day.

**Secretary**

The minutes from the previous Board Meeting, held on March 6, 2009 at the Tradewinds, were submitted for approval. Director Matthews moved to approve the minutes. The motion was seconded by Treasurer Smith; motion carried unanimously.

**Director of Administration**

Director Matthews reported that the revisions to the by-laws, have been distributed to the members.

**Director of Programs**

Position vacant - no report

**Treasurer**

Treasurer Smith reported that FRMA currently has a balance of \$34,235.66 in the bank account. Conference registrations are filtering in, with a total of 83 registered to attend the conference.

**Director of Membership**

Director Aguiar reported that we currently 277 members. This includes 55 new members who joined this year. However, we had approximately 318 members at this time last year.

#### **Director of Public Relations**

Director Solomon reported that he has 6 vendors confirmed for the 2009 Annual conference. One of those vendors will sponsor a vendor night on Thursday, and one vendor has offered to sponsor part of the Wednesday barbeque. Kelley from Information Access has stated that IA wants to reserve the hospitality suite for all three nights (Tuesday, Wednesday, Thursday), and will pay to hold their vendor event in the hospitality suite.

#### **Immediate Past President**

Immediate Past President Nixon was not in attendance.

#### **OLD BUSINESS:**

##### **2009 Annual Conference**

- Secretary Tuller reported that all speakers have submitted their materials, and all conference materials have been printed. All speakers will receive a final reminder next week.
- Vice President Mudd, Treasurer Smith, and Secretary Tuller and her husband will meet at Treasurer Smith's office this Saturday, May 2, 2009 at 10:00am in order to assemble the conference binders.
- Session survey sheets will be placed inside of the conference binders.
- Treasurer Smith will print conference name badges. Those will be assembled this Saturday as well.
- Leis for the barbeque have been purchased.
- President Lewis stated that she has all equipment promised (2 projectors plus 1 backup projector and 2 laptops plus 1 MAC for backup) and will be bringing the equipment to the conference. President Lewis stated that she will need Director Solomon's assistance with equipment setup and operation.
- President Lewis stated that the roundtable topics for discussion will include: future of RM, ECM, and participant questions and suggestions.
- Director Aguiar reported that she has 10 conference volunteers lined up. The volunteers have been assigned the following duties:
  - o Assist at registration tables
  - o Introduce speakers
    - Volunteers will begin by introducing themselves and stating where they are from
    - Volunteers will introduce speakers, using the speaker bios provided
    - Secretary Tuller will e-mail all speaker bios to Director Aguiar this afternoon

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- o Act as session monitors
  - Volunteers will circulate the sign in sheets
  - Volunteers will collect sign in sheets and surveys at the end of each session
  - Volunteers will present speaker gift at the close of the session
- o Director Aguiar will arrive at the conference on Wednesday evening

**New Business**

Discussion of New Business was deferred until after the close of the 2009 Annual Conference.

**Next Meeting**

The next Board Meeting is scheduled to take place via conference call on May 11, 2009, from 2:00pm - 3:00pm. President Lewis will set up the call, using the same information regarding phone number and access code that was used today.

The meeting was adjourned at 3:00pm.

Respectfully submitted,

Sandra Tuller, CP, FCRM  
Secretary