

FLORIDA RECORDS MANAGEMENT ASSOCIATION  
BOARD MEETING  
Friday, May 11, 2009

APPROVED MINUTES

Conducted Via Conference Call

The meeting was scheduled for 2:00pm. Lacking the presence of President Lewis, the officers attending agreed to proceed at 2:35pm. Officers attending included Rita Smith, Treasurer, Sandy Tuller, Secretary, Teresa Aguiar, Director of Membership, and Archie Matthews, Director of Administration. President Lewis joined the discussion at 2:51pm. Patrick Mudd, Vice President, and Joe Solomon, Director of Public Relations, were excused, but provided reports on May 4, 2009. Immediate Past President Nixon was not in attendance.

**Purpose**

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

**OLD BUSINESS:**

**2009 Annual Conference**

- Board member and speaker awards have been taken care of
- There are 89 members registered to attend the conference
- Approximately 1/3 of the conference binders were completed on May 2. The remainder will be assembled before the conference begins. The Board will meet on Monday, from 4:00pm - 6:00pm. Board members should check with the front desk for the room number. Remaining conference materials will be assembled during the course of the meeting.
- It was agreed that this is the last conference where paper handouts should be distributed. CDs should be used for future events; will be discussed at the In-coming Board meeting
- Director Matthews will pick up a roll of tickets for door prize drawing
- Treasurer Smith will pick up a digital camera to give as a door prize, if necessary
- Director Matthews has briefcases, zipper notebooks, pads, pencils, neck wallets, shirts, and 4 volunteer pins left over from prior conferences. He will bring these items to the conference, along with our cords, banners, and sign holders.
- Director Aguiar will present thank you letters to volunteers at the conference
- Director Matthews stated that he has not yet received the ballots from this year's election. Director Aguiar will direct the Nominating Committee Chairperson to forward the ballots to Director Matthews
- President Lewis stated that she will fax her registration

FRMA Board Meeting

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- The following points were confirmed regarding FCRM certification
  - Re-certification requires 18 class hours
  - Every conference session counts toward re-certification, after the 36 hour initial certification requirement has been satisfied
  - The Education Committee will publish a brochure explaining certification and re-certification requirements after the conference

The meeting ended at 3:10pm.

Respectfully submitted,

Sandra Tuller, CP, FCRM  
Secretary