

FLORIDA RECORDS MANAGEMENT ASSOCIATION
BOARD MEETING
Thursday, May 21, 2009
Annual Meeting

APPROVED MINUTES

Tradewinds Sandpiper Resort, St. Petersburg Beach, FL

The meeting was called to order by President Gloria Lewis at 11:00am. President Lewis introduced the FRMA officers present: Gloria Lewis, President, Patrick Mudd, Vice President, Rita Smith, Treasurer, Sandy Tuller, Secretary, Teresa Aguiar, Director of Membership, Archie Matthews, Director of Administration, and Joe Solomon, Director of Public Relations. In addition, President Lewis recognized the contributions of JoAnn Mixon, Immediate Past President (not in attendance), Kim Ingram, Education Committee Chairperson (not in attendance), and Nancy McConkey, Legal Committee Chairperson.

President

President Lewis emphasized the importance of having a vision and planning for the future, including future technological innovations. She clarified the FRMA Board structure and related assignments. President Lewis reported that one of the Board tasks over the course of the past year has been to clearly define the differences between the role of the Director of Programs and the role of the new Director of Education. She explained that the Vice President had assumed oversight of the Education Committee until the election of the new Director of Education this year. President Lewis called for committee volunteers for the upcoming year. She stated that all conferences during her presidency were in the black, and further stated that she felt privileged to have signed the first FCRM certificates issued.

Vice President

Vice President Mudd stressed the importance of volunteerism within the organization. He called for suggestions for improvement from the membership. Vice President Mudd thanked the Board for their participation in the 2009 Annual Conference, and presented awards (desk clocks) to the outgoing Board members.

Secretary

Secretary Tuller reported that all Board meeting minutes, with the exception of the minutes from the pre-conference Board meetings of May 1 and May 11, 2009, have been approved and are available for inspection on the FRMA website. Secretary Tuller explained that Board meeting minutes are forwarded to the website immediately after approval, and explained that a delay is evident because minutes from each Board meeting are not formally approved until the following Board meeting. Secretary Tuller further stated that the minutes from conference week would be transcribed and distributed to the Board for review within the next couple of weeks, and specified that the

conference meeting minutes would include the minutes from the Annual Meeting on May 21, 2009, and the minutes from the post-conference meetings scheduled to begin after sessions on May 22, 2009. Secretary Tuller further reported that thank you notes to conference speakers and vendors would be mailed within the next two weeks.

Treasurer

Treasurer Smith reported that FRMA currently has a bank account balance of approximately \$37,000.00, exclusive of current conference costs. Treasurer Smith noted that FRMA had purchased a laptop and "QuickBooks" during the past year. Treasurer Smith reminded members to send payments to the FRMA PO box, and explained that the post office box number changes with the election of each new treasurer. Treasurer Smith stated that the Board will try to hold membership fees constant for another year.

Director of Programs

Vacant

Director of Membership

Director Aguiar reported that FRMA currently has 294 members, which includes 65 new members. Director Aguiar recognized and presented awards to the following conference volunteers:

Maria Menendez	Nancy McConkey
Pat Lee	Mary Braisted
Lesa Canfield	Flo Dickenson
Robin Potwin	Pam Prell

Director of Administration

Director Matthews announced that his tenure as Director of Administration is complete; he has met the term limits. Director Matthews explained that the Director of Administration maintains the records of the organization, serves as parliamentarian, and conducts an annual review of the by-laws. Director Matthews stated that organization records will be passed on to the new Director of Administration.

Nominating Committee Report

Director Matthews presented the report of the Nominating Committee, as Queenester Nieves, Nominating Committee Chairperson, was not in attendance.

The 2009 - 2010 election results are as follows:

- Director of Public Relations - Joe Solomon was elected for one year, to complete the term vacated by the resignation of Waletta Dunn

The 2009 - 2011 election results are as follows:

- President - Vice President Patrick Mudd will assume the Presidency, per operation of the By-laws
- Vice President - Archie Matthews
- Secretary - Sandy Tuller

- Director of Membership - Teresa Aguiar
- Director of Programs - Tina Hill
- Director of Administration - Nancy McConkey
- Director of Education - Mary Lesa Canfield

Director Matthews called for discussion. Hearing no discussion, and hearing no dissenting votes, the officers were elected.

Legal Committee Report

Director Matthews introduced Nancy McConkey, Legal Committee Chairperson, who provided the Legal Committee report. Chairperson McConkey recognized the legal committee members:

Debbie Clemenzi

DeAnn Miller

Dave Howell

The committee members were thanked for their contributions, and each was presented with a gift. Chairperson McConkey discussed the activities of the Legal Committee over the course of the past year. Their activities included:

- Acting as the FRMA liaison with the Florida Department of State
- Contacting local legislators in order to build rapport and foster relationships
- Review of the FRMA By-laws
- Provided the membership with information regarding legislative initiatives that effect records and information management

Chairperson McConkey explained that Legal Committee reports are published on the FRMA website, and called for member input as to how the website might be better structured in order to provide for optimal use. Chairperson McConkey promoted myflsunshine.com as a resource for records-related issues.

By-law Amendments

Director Matthews called for discussion of the By-law revisions previously distributed. The By-law revisions include housekeeping issues, and a provision for the Vice President to replace the Immediate Past President as next in line to assume the Presidency should the incumbent President become unable to serve. Hearing no discussion, and no objections, Director Matthews pronounced the By-laws amended as presented.

Swearing in of New Officers

The new FRMA officers were sworn in as follows: Patrick Mudd, President; Archie Matthews, Vice President; Sandy Tuller, Secretary, Teresa Aguiar, Director of Membership; Lesa Canfield, Director of Education; Nancy McConkey, Director of Administration. Tina Hill, Director of Programs, was not in attendance. Rita Smith, Treasurer, will be completing the second year of the two-year term to which she was elected last year.

Director of Public Relations

Director Solomon reported on the introduction of PayPal during the past year, and explained his vision for the new FRMA website design. Director Solomon thanked the conference vendors for their

participation, and invited them to continue their participation in future FRMA events.

Unfinished Business

None

New Business

2010 Annual Conference and Mid Year

The 2010 Annual conference will be held at the Tradewinds Sandpiper Resort in St. Petersburg Beach, as will the Mid Year. The hotel rates charged for the 2009 Annual will still apply for both the 2010 Annual and Mid Year. The Mid Year will be held on October 8, 2009. The 2010 Annual will be held May 25 - May 28, 2010, which is the week before Memorial Day. The FRMA website, which currently states that the 2010 Annual will be held in Boca Raton, will be corrected accordingly.

FCRM Certification

In answer to concerns expressed by several members, President Mudd stated that future conference planning will take into account the budget cuts that many organizations are experiencing. President Mudd stated that the Board will probably add an additional year to the recertification period for this cycle, giving those who certified in 2007 until October 2010, rather than October 2009, to complete their recertification requirements. Other questions were raised regarding whether replacement FCRM certificates will be issued following recertification and whether members will be able to personally track their CEUs via the website. President Mudd responded that these issues will be addressed by the new Director of Education, and explained that the question of website tracking of CEU credits will need to be worked out with UCF. Both President Mudd and Director Canfield voiced their support of a website tracking initiative.

Several members asked if FRMA would consider offering a group rate to organizations with multiple members. President Mudd stated that this will be discussed at a Board meeting.

The meeting was adjourned at 11:53am.

Respectfully submitted,

Sandra Tuller, CP, FCRM
Secretary