

FLORIDA RECORDS MANAGEMENT ASSOCIATION
INCOMING BOARD MEETING
Friday, May 22, 2009

APPROVED MINUTES

Tradewinds Sandpiper Resort, St. Petersburg Beach, FL

The meeting was called to order by President Patrick Mudd at 1:44pm. Those attending included Patrick Mudd, President, Archie Matthews, Vice President, Rita Smith, Treasurer, Nancy McConkey, Director of Administration, Joe Solomon, Director of Public Relations, Teresa Aguiar, Director of Membership, Lesa Canfield, Director of Education, Sandra Tuller, Secretary, and Gloria Lewis, Immediate Past President. A quorum was present. Tina Hill, Director of Programs, was excused.

No formal officer reports were provided, as this was the first formal meeting of the newly elected officers,

President

President Mudd recommended that the payment of \$50.00 previously given to Board members for each Board meeting attended be suspended immediately, with no retro activity due. **Treasurer Smith made a motion to suspend the \$50.00 payment, with no retro amounts due to any Board member past or present, effective immediately. The motion was seconded by Director Solomon; motion carried unanimously.** President Mudd suggested that the Board consider eliminating the "My FRMA Space" section of the FRMA website, which the members rarely use, and set up a forum instead.

Director of Public Relations

Director Solomon stated that the next FRMA newsletter will be published in June and on a quarterly basis thereafter. Board member reports must be submitted to Director Solomon by June 15, 2009, for publication on June 30, 2009.

Immediate Past President

Immediate Past President Lewis handed over the FRMA credit card and the FRMA seals. The seals were given to President Mudd. Immediate Past President Lewis returned FRMA credit card number 7583 to Treasurer Smith.

2009 Annual Conference Concerns

President Mudd stated that he will transfer all contracts for the 2009 Mid Year and the 2010 Annual to Director Hill. President Mudd passed a volunteer referral, for Mary **Anne Weber**, to Director Aguiar. The Board discussed several conference concerns voiced by members. Those issues included:

- The Board members were not identified or distinguished from other members in any way. This is helpful if a member is having a problem and requires the assistance of a Board member in order to get the problem resolved. It was suggested that the Board

members should be introduced on the first day of the conference, and perhaps wear some sort of colored ribbon on their name badges that would identify them as Board members. We will consider having the Board members participate in introductions and open discussion on the first day of future FRMA conferences. We could also invite Marilyn Crotty to address the membership regarding the FCRM education curriculum at this time.

- A sign should be posted at the entrance to each room, listing the classes scheduled to be held in that room, along with the class times.
- Serve breakfast on the last day of the conference instead of mid-week
- Provide a brochure that gives more information about the FCRM curriculum and requirements. Further discussion will be deferred until Kim Ingram can participate.
- President Mudd stated that the education brochure must contain a disclaimer, stating that CEU hours will not be printed on future FRMA conference attendance certificates. Displaying CEU hours on the face of the attendance certificate results in confusion, as it simply refers to the number of continuing education hours associated with the conference, and in no way documents actual class attendance.

Education/FCRM

The issues regarding the extension of the FCRM re-certification period raised during the Annual meeting was discussed. **Vice President Matthews moved to extend the re-certification period from 2 years to 3 years for this re-certification cycle only, defined as those members who completed their initial certification in 2007 and are due to re-certify in 2009. Director McConkey seconded the motion; motion carried unanimously.** Since the original certificates issued are dated, it was agreed that updated certificates will be issued upon re-certification. The following additional issues were discussed:

- Initial FCRM certification requires 36 FRMA class hours, with 18 continuing hours required for re-certification every 2 years
- Secretary Tuller will forward copies of the notes from the December 2008 Board meeting, which was facilitated by Marilyn Crotty, to Director Canfield.
- The education brochure will be placed on the website and also printed. Director Canfield's place of employment offers a digital design class. The brochure could be designed by the students, who would receive class credit for their work. Approvals would have to be obtained from Director Canfield's employer and FRMA before this could be put into place. The FRMA Board will agree to the proposal if Director Canfield's employer agrees to provide the service
- Director Canfield will work toward a method for tracking FCRM status and UCF transcripts online

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- Director Canfield stated that her vision for the FRMA education curriculum includes expanding the curriculum to offer online classes. She will discuss this with UCF
- Due to the difficult economic times, The Board agreed to consider awarding FCRM credit for State sponsored classes taken elsewhere. This will be discussed with UCF.
- Director McConkey reported that members had commented to her regarding the repetitiveness of the UCF curriculum. She suggested that the courses vary in content, rather than present the same information every year; many members regularly attend the conferences.

New Business

Director Canfield suggested that FRMA Board members be provided with business cards. The Board will consider this.

President Mudd will set the next Board meeting for July. The meeting will be conducted via conference call, and will be set up by Treasurer Smith.

The meeting was adjourned at 2:35pm. Director Solomon was excused at 2:00pm; Immediate Past President Lewis was excused at 2:14pm.

Respectfully submitted,

Sandra Tuller, CP, FCRM
Secretary