

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

APPROVED MINUTES

Tradewinds Sandpiper Resort, St. Petersburg Beach, FL

The meeting was called to order by Outgoing President Gloria Lewis at 1:27pm. Those attending included Gloria Lewis, Outgoing President, Patrick Mudd, Outgoing Vice President, Rita Smith, Treasurer, Archie Matthews, Outgoing Director of Administration, Joe Solomon, Director of Public Relations, Sandra Tuller, Secretary, Teresa Aguiar, Director of Membership, Nancy McConkey, Incoming Director of Administration, and Lesa Canfield, Incoming Director of Education. A quorum was present. Tina Hill, Incoming Director of Programs, was excused. Jo Ann Mixon, Immediate Past President, was not in attendance.

No formal agenda was provided, as transition plans were discussed.

- Outgoing Director Matthews will arrange to have the FRMA records and other FRMA items in his custody transferred to Incoming Director McConkey.
- Outgoing President Lewis stated that she plans to remain active on the Board.
- Secretary Tuller reported that Kim Ingram will turn the FRMA camera over to her during the week of June 9 - June 12, 2009.
- Outgoing President Lewis will give her FRMA credit card to Treasurer Smith.
- Treasurer Smith will set up an audit of the FRMA books for Outgoing President Lewis to sign. **The audit will only reflect the time frame during which Treasurer Smith has held the office.**
- Treasurer Smith reported that the 2009 Annual Conference was not a loss, but explained that final figures are not yet available.
- Outgoing President Lewis reported that the President's book had never been passed to her; therefore, she has nothing to pass on to Incoming President Mudd. Incoming President Mudd stated that he has started his own book.
- Outgoing President Lewis stated that she will pass the FRMA seal and gavel on to Incoming President Mudd. She does not have those items with her, but will mail them to Incoming President Mudd as soon as possible.
- Secretary Tuller stated that thank you notes to the conference speakers and vendors will go out within 2 weeks. Director Solomon will provide a list of vendor addresses.
- Incoming Director McConkey asked if anyone had been assigned to tally the survey comments from the 2009 Annual Conference, and offered her assistance, if needed. Incoming President Mudd and Incoming Vice President Matthews stated that they will take responsibility for tallying the survey sheets.
- Incoming Director McConkey asked if the Board provided a letter from the President of FRMA to each Board member's boss to thank him or her for permitting his/her employee to serve on the Board. Secretary Tuller stated that she will prepare a letter for each Board member's boss, and will forward them to Incoming President Mudd for signature.

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Each Board member will be responsible for forwarding the name and mailing address for his/her boss to Secretary Tuller.

- The Board discussed the feasibility of putting future conference presentations on the web site and/or burn them to CD's for distribution at the conference, rather than continuing with notebooks and paper. It was agreed unanimously that FRMA will begin distributing conference presentations via CD at the Mid Year on October 8, 2009.
- Due to budget cuts, all agreed to meet by conference call as much as possible during the upcoming year. Treasurer Smith stated that she will accept responsibility for setting up the conference calls.

The meeting was adjourned at 1:43pm.

Respectfully submitted,

Sandra Tuller, CP, FCRM
Secretary