

FLORIDA RECORDS MANAGEMENT ASSOCIATION  
BOARD MEETING  
Monday, June 15, 2009

APPROVED MINUTES

Conducted Via Conference Call

The meeting was called to order by President Patrick Mudd at 9:36am. Officers attending included Patrick Mudd, President, Archie Matthews, Vice President, Rita Smith, Treasurer, Sandy Tuller, Secretary, Nancy McConkey, Director of Administration, Joe Solomon, Director of Public Relations, and Lesa Canfield, Director of Education. Kim Ingram, Education Committee Chairperson, was also in attendance. Tina Hill, Director of Programs, and Gloria Lewis, Immediate Past President, joined the discussion a bit later. Teresa Aguiar, Director of Membership, was excused.

**President**

All certificates in President Mudd's possession are signed and ready to be sent back to Treasurer Smith for mailing. The Tradewinds contracts for Mid-Year 2009 and Annual 2010 have been e-mailed to Director Hill.

**Vice President**

All FRMA materials pertaining to the office of "Director of Administration" will be forwarded to Director McConkey. Performance contracts will go out today.

**Treasurer**

There are no totals available for the 2009 Annual Conference yet; some speaker invoices and some attendee checks are still outstanding. The total Tradewinds invoice for the 2009 Annual conference was \$20,752.00, which includes a \$6,000.00 charge for A/V equipment. It was resolved that the Board will see if a laptop and projector can be obtained at a cost not to exceed \$2,000.00 for both pieces of equipment.

**Secretary**

The minutes from the following meetings were previously presented for approval: May 1, 2009, May 11, 2009, May 21, 2009, May 22, 2009 (Outgoing Board Meeting), and May 22, 2009 (Incoming Board Meeting). **President Mudd moved to accept all minutes, as presented. The motion was seconded by Treasurer Smith: motion carried.** The approved minutes will be forwarded to Director Solomon, for update to the FRMA website

**Director of Administration**

The legal committee is working on the following issues:

- Florida Administrative Code, Chapter 1B-24.003, which requires that volumes be listed by record series on disposition documents. This may be an issue for which members can support an effort to effect a change in the rule.
- The excessive labor fee in the public records law; the legislature may consider abolishing this fee. This may be an issue where members would want to voice their opinion.

It was recommended that the Board consider posting action minutes only, and keeping discussion notes as a separate, supplemental item. **Director Solomon**

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**moved to publish action minutes only, to designate the action minutes as the "official minutes", to keep discussion notes as a separate document, and to retain the discussion notes for a period of one year. Director McConkey seconded the motion; motion carried.**

### **Director of Public Relations**

The newsletter should be submitted to the Board for approval by the end of next week. The FRMA website will be updated.

### **Director of Programs**

Director Hill has received the Tradewinds contracts, and is reviewing them.

### **Director of Membership**

FRMA currently has 298 members, which includes 69 new members.

### **Director of Education**

The sign in sheets for the 2009 Annual Conference have been submitted to Michelle at UCF. A rough draft of a records release form has been e-mailed to the Board, and will be placed on the FRMA website upon approval. A meeting of the Education Committee, at the UCF office, will be scheduled at a mutually agreeable date and time.

### **Unfinished Business**

None

### **New Business**

- A retention schedule for FRMA records will be established
- A financial review of the FRMA books since Treasurer Smith took office will be prepared
- D&O insurance will be researched
- FRMA should become involved in community outreach initiatives. Some possible avenues will be discussed at the next Board meeting.

The meeting was adjourned at 10:28am.

Respectfully submitted,

Sandra Tuller, CP, FCRM

Secretary