

FRMA Board Meeting

August 24, 2009

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FLORIDA RECORDS MANAGEMENT ASSOCIATION
BOARD MEETING
Monday, August 24, 2009

APPROVED MINUTES

Office of the Orange County Tax Collector, Orlando, FL

The meeting was called to order by President Patrick Mudd at 1:55pm. Officers attending included Patrick Mudd, President, Archie Matthews, Vice President, Rita Smith, Treasurer, Sandy Tuller, Secretary, Nancy McConkey, Director of Administration, and Lesa Canfield, Director of Education. Tina Hill, Director of Programs, Teresa Aguiar, Director of Membership, and Gloria Lewis, Immediate Past President, were excused.

President

President Mudd reported the resignation of Director Solomon. **President Mudd moved to appoint Mike Smith as interim Director of Public Relations. The motion was seconded by Treasurer Smith; motion carried.** President Mudd will obtain a written notification of resignation from Director Solomon before extending the offer to Mike Smith. President Mudd will assume responsibility for this position until the new Director of Public Relations is in place.

Vice President

Vice President Matthews will arrange for the transfer of all FRMA materials pertaining to the office of "Director of Administration" to Director McConkey.

Treasurer

Treasurer Smith is still waiting for speaker invoices from the 2009 Annual.

Secretary

Vice President Matthews moved to accept the 6/15/2009 minutes, as presented. The motion was seconded by President Mudd: motion carried. Secretary Tuller reported that thank you notes to the 2009 Annual speakers were issued via e-mail.

Director of Administration

The Legal Committee is reviewing the FRMA By-Laws, and will advise the Board of the Committee's recommendations by December 31, 2009. All performance contracts, with the exception of Director of Public Relations, have been received.

Director of Public Relations

Director Solomon was not in attendance.

Director of Programs

Director Hill was not in attendance.

Director of Membership

Director Aguiar was not in attendance.

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Director of Education

The following items regarding the UCF contract were discussed:

- President Mudd will sign the UCF contract for the upcoming year
- We will provide UCF with a list of expectations that we feel are consistent with the Scope of Services document provided by UCF
- Upon signing the UCF contract, President Mudd will immediately begin negotiations for next year, possibly to include a provision for a multiple-year contract
- The Board will provide an updated membership list to UCF on a monthly basis
- President Mudd will speak with Marilyn Crotty to clarify who is responsible for postage on certificate mailings
- FRCM curriculum will be standardized, but we will not offer the same things each year

Unfinished Business

2009 Annual Conference

Signs will be posted outside all classrooms, and breakfast will be served on Friday for the 2010 Annual Conference.

Financial Review

A financial review, covering the period from May 2007 through present, will be presented to the Board

New Business

- A link for the Legal Committee will be added to the webpage

The next Board meeting was set for Saturday, September 19, 2009, at 10:00am, at the Orange County Tax Collector Division St. office in Orlando.

The meeting was adjourned at 3:35pm.

Respectfully submitted,

Sandra Tuller, CP, FCRM
Secretary