

FLORIDA RECORDS MANAGEMENT ASSOCIATION
BOARD MEETING
Wednesday, October 7, 2009

Approved Minutes

Tradewinds Sandpiper Resort, St. Petersburg Beach, FL

The meeting was called to order by President Patrick Mudd at 4:31pm. 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. Teresa Aguiar, Director of Membership, participated via telephone. Tina Hill, Director of Programs, was excused.

President

President Mudd reported the following:

- Pam Prell was contacted regarding the Director of Public Relations position, and is unable to accept
- President Mudd will assume responsibility for the website in the interim.
- A laptop and projector have been purchased
- FRMA will look into purchasing lavalier microphones next year

Vice President

Vice President Matthews reported that all conference assignments are current.

Treasurer

Treasurer Smith reported the following:

- The 2009 Mid-Year conference will probably not pay for itself
- Original block was for 35 rooms, later reduced by 5%
- We will try to negotiate any shortfall with the hotel

Secretary

Vice President Matthews moved to accept the 8/24/2009 minutes, as presented.

The motion was seconded by Director McConkey; motion carried. Secretary

Tuller reported the following:

- All prior minutes are current, and have been forwarded for website update
- The FRMA camera, received from Former Director of Public Relations, Kim Ingram, has been delivered to President Mudd

Director of Administration

Director McConkey reported the following:

- Our FLGISA comments have been submitted
- Members have reported that FCRM renewals are being received
- The membership needs current information regarding the FCRM; President Mudd will make an announcement during the conference
- The State has a recommendation regarding social media
- Suggested "Lost Fishermen at Sea" as our local charity recipient for the 2010 Annual Conference

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Director of Public Relations

Position is currently vacant.

Director of Programs

Director Hill was not in attendance.

Director of Membership

Director Aguiar reported the following:

- FRMA has a total of 304 members, 74 of whom are new members
- Membership fees for 2010 will be due for everyone as of January 1, 2010
- The membership renewal form and FCRM letter will be sent electronically

Director of Education

It was decided that the FRMA affidavit regarding class attendance will not require notarization, but will need to be signed in the presence of a FRMA Board member. Director Canfield reported the following:

- Director Canfield donated water bottles and Hershey candy bars, both wrapped with FRMA labels, for distribution at the conference
- Cost to distribute candy bars at future conferences would be \$65.00 for 200 minis and 10 regular candy bars

The Board voted to present Ms Judy Bravo, the graphic designer who created the FRMA brochures, with a \$50.00 Publix gift certificate as an expression of appreciation

Unfinished Business

2009 Mid-Year Conference

- There will be a flat fee for parking, which FRMA will absorb
- Food will include a continental breakfast, am and pm break
- A/V expenses for microphones and LCD package (for hook-up)

New Business

2010 Annual Conference

Discussion regarding the 2010 Annual Conference was deferred due to the absence of Director Hill.

2011 Annual Conference

The 2011 conference location will be lined up prior to the 2010 Annual Conference, so an announcement can be made at that time.

Membership Drive

FRMA brochures to every county after the first of the year

Next Board Meeting

The next Board meeting was tentatively set for Veteran's Day, Wednesday, November 11, 2009, at the Orange County Tax Collector Division St. office in Orlando. The purpose of the meeting is to establish curriculum for the FCRM program.

The meeting was adjourned at 5:41pm.

Respectfully submitted,

Sandra Tuller, CP, FCRM
Secretary