

FLORIDA RECORDS MANAGEMENT ASSOCIATION

BOARD MEETING

Friday, February 19, 2010

Approved Minutes

Orange County Tax Collector's Office, Orlando, FL

The meeting was called to order by Vice President Archie Matthews at 10:05am. Officers attending included Archie Matthews, Vice President, Rita Smith, Treasurer, Sandy Tuller, Secretary, and Nancy McConkey, Director of Administration. Patrick Mudd, President and Teresa Aguiar, Director of Membership, were excused. Tina Hill, Director of Programs, Lesa Canfield, Director of Education, Gloria Lewis, Immediate Past President, and Joe Solomon participated via telephone.

**President**

President Mudd was excused.

**Vice President**

Vice President Matthews reported that he and Director McConkey are working on the transfer of FRMA records. In addition, work received from Buddy Herring will be reviewed.

**Treasurer**

Treasurer Smith reported the following:

- There is \$14,235.00 in the FRMA bank account
- Treasurer Smith stated that FRMA records can be stored at the Orange County Tax Collector office, located on Division St. in Orlando
- We will try to keep conference pricing the same as it was last year; the cost for the entire week will be \$229.00

**Secretary**

Minutes from the last meeting were approved as presented.

**Director of Administration**

Director McConkey asked the Board if the legislative update is beneficial. The answer to her question was affirmative. Director McConkey reported the following:

- The Legal Committee will submit the proposed By-Law revisions to the Board by early April
- Each Board member needs to review their Duties Contract for any issues and report to Director McConkey as soon as possible

**Director of Public Relations**

Position is currently vacant.

**Director of Programs**

Secretary Tuller moved to engage Dr. Langemo to speak on "Legally Compliant Records" for the 2010 Annual Conference. The motion was seconded by Director McConkey. Motion carried. Director Hill further reported the following:

- Pat Gleason and Barbara Peterson can both speak on two topics
- JoAnn Constantini is available

## FRMA Board Meeting

February 19, 2010

Page 2 of 3

- UCF speakers still need to be scheduled
- The conference will be May 24 - 28, 2010, at the Tradewinds, St. Pete Beach
- Early registration will be held from 3:00pm - 4:00pm on Monday
- The conference will start on Tuesday, and will commence with a 30-45 minute welcome session
- The City of St. Pete Beach will provide the color guard and proclamation for the welcome ceremony
- We want to scale back on printed conference material. We will provide conference materials on cd, if the speakers will agree to do so. We will need to have a written release signed by each speaker prior to generating cd's or posting any material to the FRMA website post conference. The release will be added to the speaker contracts.
- Any decision regarding posting conference materials to the FRMA website post conference will be deferred until the 2011 Annual Conference
- Basic and Advanced Records Management are scheduled for Tuesday
- Friday will consist of one group session
- Continental breakfast will be served each morning
- There will be one dinner social event, and one business lunch
- Speaker confirmations will be forwarded to Secretary Tuller, who will populate and distribute the speaker contracts
- Speaker deadline for submission of materials will be April 30
- We will continue to pro-rate conference fees

Director Hill left the meeting at 11:00am.

### **Director of Membership**

Director Aguiar was not in attendance, but reported the following:

- FRMA has a total of 177 members as of January 13, 2010, 10 of whom are new members
- Treasurer Smith stated that she has received additional applications, so additional members are pending
- We have received 4 nominations for Treasurer, 4 nominations for Director of Public Relations, and 3 nominations for Director of Programs. The status of the nominees still needs to be verified; the final list of names will be sent to the Board on Monday.
- Director Aguiar received subsequent notification from the Nominating Committee Chair (at approximately 10:45am) that the revised count was 2 nominations for Treasurer, 4 nominations for Director of Public Relations, and 2 nominations for Director of Programs.

### **Director of Education**

Director Canfield called attention to some ambiguity in the wording on the FCRM policy. The policy statement will be appended to state that FRMA will accept State classes in **Basic Records Management** for FCRM certification credit, provided that a certificate is produced, and that the certificate is not more than one (1) year old.

### **Immediate Past President**

Immediate Past President Lewis commended Director McConkey's work on the FGLISA document.

**Old Business**

FCRM Curriculum

UCF is pleased with the education policy set forth by FRMA, and has further stated that they can support on-line courses. Professional Testing, Inc. is the organization recommended by UCF to administer FCRM testing, when FRMA is ready to take this step.

2010 Annual Conference

- We will entertain the possibility of inviting non-records vendors to participate as sponsors
- We will provide economical handouts to conference attendees.
- Door prizes will be handed out during the last session, and during the business lunch.
- Possible community outreach candidates include:
  - o Memorial for Florida Fishermen Lost at Sea
  - o Local food banks
  - o The Elena Tresh Foundation
- The chosen entity will be invited to address the membership at either the opening ceremony or the business luncheon

**New Business**

The discussion of new business was deferred until after the close of the 2010 Annual Conference.

**Next Board Meeting**

The next Board meeting will be scheduled via conference call.

The meeting was adjourned at 11:12am.

Respectfully submitted,

Sandra Tuller, CP, FCRM  
Secretary