

FLORIDA RECORDS MANAGEMENT ASSOCIATION
BOARD MEETING
Tuesday, March 23, 2010

Approved Minutes

Conducted via Conference Call

The meeting was called to order by President Patrick Mudd at 11:21am. Officers attending included Patrick Mudd, President, Archie Matthews, Vice President, Rita Smith, Treasurer, Sandy Tuller, Secretary, Nancy McConkey, Director of Administration, Tina Hill, Director of Programs, and Lesa Canfield, Director of Education. Teresa Aguiar, Director of Membership, was excused. Director Canfield was excused from the meeting at 11:55am. The stated purpose of the meeting was to plan the 2010 Annual Conference.

2010 Annual Conference

- Director Hill will contact Pam Prell for assistance with obtaining a color guard for the opening ceremony
- Marilyn Crotty will speak from 9:00 to 10:00 on opening day regarding the FCRM curriculum.
- Our community outreach recipient will be invited to speak at the opening ceremony.
- Dr. Langemo's sessions will count as "Advanced Records Management". Both of Dr. Langemo's sessions must be taken in order to count as "Advanced".
- The conference attendees will be provided with a list of possibilities for on-your-own entertainment during the evenings
- Registration form will require attendees to pre-register for classes. Director Canfield will check with UCF to see if we can cancel UCF classes if enrollment is low.
- There will be a flat fee for parking.
- The extra charge to bring guests to a meal will be stated on the registration form.
- Food will include a continental breakfast, mid-morning coffee refresh, and afternoon break each full day.
- The choices for the plated lunch on Thursday include: chicken, flank steak, and a vegetarian offering.
- The bar-be-que will be a cowboy theme. We will provide a keg of beer along with the dinner.
- Door prizes will be handed out during the business lunch and during the final session. Each Board member will contribute a door prize, valued between \$20.00 - \$25.00. Director Hill will ask the hotel to donate a get-away package to be used as a door prize.
- Secretary Tuller will circulate the list of proposed community outreach recipients for the Board to vote on. Responses will be returned to Secretary Tuller; the majority will rule; Contenders are:
 - o Memorial for Florida Fishermen Lost at Sea
 - o Local food banks
 - o The Elena Tresh Foundation
 - o Ronald McDonald House

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- One CD, containing copies of all conference presentations, will be handed out to each attendee.
- Vice President Matthews will be responsible for the thank you gifts.
- Treasurer Smith has an agenda template, which she will forward to Director Hill.
- Secretary Tuller will issue speaker contracts. Director Hill will forward the speaker information to Secretary Tuller.
- Director Hill has made the A/V arrangements, to include sound system, media hookups, screens, and lavalier microphones.
- Vendors outside of the industry may register as sponsors at a cost of \$500.00 for one year, or \$350.00 for two years.

Other Business

Director of Administration

Director McConkey stated that she will forward the "Duties & Responsibilities" document for review. All Board members are required to review their portion of the document and report any discrepancies as soon as possible.

FCRM Certification

The Board has become aware that some members will have difficulty meeting re-certification requirements due to budget cuts. It was determined that hardship cases regarding FCRM certification will be considered on an individual basis, with a written request from the member documenting the issue.

Vacancy - Director of Public Relations

Joe Solomon was nominated but has been removed from the ballot, as his vendor status renders him ineligible to serve on the Board. Ballots will be sent out after this revision has been made.

Website

President Mudd reported that the FRMA website has been hacked. As our current contract with this provider ends this month, we will look for a new service provider and permit the current contract to lapse. In the meantime, President Mudd will try to update the site to whatever extent is possible.

Next Board Meeting

The next Board meeting will be scheduled via conference call, in April. Treasurer Smith will make the arrangements.

The meeting was adjourned at 12:27pm.

Respectfully submitted,

Sandra Tuller, CP, FCRM
Secretary