

FRMA Incoming/Outgoing Board Meeting

May 27, 2010

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FLORIDA RECORDS MANAGEMENT ASSOCIATION  
INCOMING/OUTGOING BOARD MEETING  
Thursday, May 27, 2010  
Tradewinds Sandpiper Resort, St. Petersburg Beach, FL

APPROVED MINUTES

The meeting was called to order by President Patrick Mudd at 5:05pm. Officers attending included Patrick Mudd, President, Archie Matthews, Vice President, Rita Smith, Treasurer, Maria McCreless, Director of Public Relations, Sandra Tuller, Secretary, Teresa Aguiar, Director of Membership, Tina Hill, Director of Programs, and Lesa Canfield, Director of Education. Nancy McConkey, Director of Administration, was excused. A quorum was present. The 2010 Annual conference wrap-up and future directions were discussed.

- Vice President Matthews reported that conference evaluations were positive. Some members objected to having the same instructor for four hours.
- We need to publish a policy statement in the FCRM brochure regarding signing the class rosters when they are circulated. Members who fail to sign the roster at the appropriate time will need to produce an affidavit attesting to their attendance.
- We need to publish a policy statement in the FCRM brochure, clarifying that members may not sign the roster for someone else.
- Director Canfield reported a member suggestion that annuals be rotated between St. Petersburg and Daytona Beach, with Mid-Year conferences to be held in Orlando. The Board will explore this possibility.
- Director Hill reported that we will have a Mid-Year proposal from the Tradewinds tomorrow (Friday, May 28, 2010).
- Director McCreless will redesign the FRMA newsletter from scratch. Future issues will include conference pictures. Director McCreless will work with vendors who have supported us in the past in order to try to determine why vendors are not currently participating in FRMA conferences. Director McCreless would like to offer advertising space in the newsletter and on the website to those vendors who actively support FRMA conferences. Secretary Tuller will forward the vendor list from the 2008 Annual to Director McCreless.
- Director Canfield will schedule a meeting with UCF. We will request a proposal for UCF to administer the class registration function during conferences
- Director Aguiar suggested another mass mail membership drive. Director Canfield will forward a list of utilities authorities. It was suggested that we target school boards as well. Director Aguiar will draft a cover letter; Vice President Matthews can take care of the labels.
- The Board discussed member Audrey Sikes' proposal regarding the elimination of the "Basics" requirement for re-certification. The matter will be discussed with UCF.

The meeting was adjourned at 6:02pm.

Respectfully submitted,

Sandra Tuller, CP, FCRM  
Secretary