

FLORIDA RECORDS MANAGEMENT ASSOCIATION
BOARD MEETING
Tuesday, August 3, 2010

Approved Minutes

Orange County Tax Collector's Office
Orlando, FL

The meeting was called to order by President Patrick Mudd at 12:54pm. Officers attending included Patrick Mudd, President, Archie Matthews, Vice President, Rita Smith, Treasurer, Sandy Tuller, Secretary, and Nancy McConkey, Director of Administration. Lesa Canfield, Director of Education, and Teresa Aguiar, Director of Membership, participated by telephone. Tina Hill, Director of Programs, and Maria McCreless, Director of Public Relations, were excused.

President

President Mudd reported that the price quoted for a website redesign is cost prohibitive, so we will update the website ourselves. President Mudd will look into using "LinkedIn" for Board communications. Member work contact information will be added to the website.

Vice President/Director of Administration

Vice President Matthews and Director McConkey introduced and explained the proposed FRMA Record Retention Schedule.

Secretary

President Mudd made a motion to approve the minutes from the Pre-Conference Meeting, the Post-Conference Meeting, and the Annual Meeting. The motion was seconded by Treasurer Smith; motion carried.

Treasurer

Treasurer Smith reported that 2010 Annual Conference costs exceeded the 2009 Annual Conference costs. Costs for 2010 totaled \$24,000.00, as opposed to a total of \$20,000.00 for 2009. Treasurer Smith reported that our sales tax certification has been forwarded to the Tradewinds. We have two outstanding invoices payable to UCF for conference speakers and contract administration, totaling \$5,250.00. We have received \$4,475.00 in membership dues. Treasurer Smith is working to update the 990 tax form. The FRMA sales tax exemption certificate is good through 2015.

Director of Membership

Director Aguiar reported that membership numbers are down. We currently have 264 members; FRMA had 304 members at this time last year. Director Aguiar stated that she would like to move toward interactive membership applications. It was agreed that a fill-in membership form will be placed on the FRMA website in PDF format.

Old Business

2010 Annual Conference Post Mortem

- The 2010 Annual Conference revenues did not cover the conference costs. Reasons include:

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- o Increased hotel costs
- o Increased speaker fees
- o Lack of vendor support. We had one vendor, as opposed to 6 or more vendors in prior years
- o Conference registration fees remained the same as last year. This will need to be addressed for the 2011 Annual conference.
- There was much positive feedback from the members regarding the overall conference format and the conference curriculum

New Business

UCF Contract Renewal

Our current UCF contract does not cover the services that will be required in order to expand the FCRM certification curriculum. It was concluded that FRMA will need to raise membership dues accordingly. The following fee schedule, **effective January 1, 2011**, was proposed:

<u>Individual Member</u> - \$100.00	
Payment postmarked before October 1, 2010	- \$ 80.00
Payment postmarked on or before January 31, 2011	- \$100.00
Payment postmarked after January 31, 2011	- \$125.00

<u>Institutional Member</u> - \$150.00	
Payment postmarked before October 1, 2010	- \$130.00
Payment postmarked on or before January 31, 2011	- \$150.00
Payment postmarked after January 31, 2011	- \$175.00

<u>Corporate Member</u> - \$250.00	
Payment postmarked before October 1, 2010	- \$200.00
Payment postmarked on or before January 31, 2011	- \$250.00
Payment postmarked after January 31, 2011	- \$300.00

The same three-tiered pricing structure will remain in effect, even though membership dues may be raised in the future. Higher registration fees for non-members will be implemented for future FRMA conferences. Membership renewals are due by January 1 of each year; FRMA will not offer pro-rated membership fees.

In addition, the following FCRM standards, **effective January 1, 2011**, were proposed:

- FCRM certification is available to FRMA members only, active membership status must be continuous in order to retain the FCRM certification, and classes taken while an individual is in a non-member status will not count toward certification
- If payment is not received (postmarked) by March 31, 2011 (and each subsequent year thereafter), the individual will be considered a non-member, the individual's FCRM status will be revoked, and any continuing education credits earned will be forfeited
- If a non-member wishes to renew his or her membership after March 31 of any given year, he or she may do so by paying the amount of the penalty payment (\$125.00 for individual member, \$175.00 for institutional member, \$300.00 for corporate member) plus a \$50.00 reinstatement fee

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- Any FCRM certification and/or continuing education credits that were lost during the lapse in membership **WILL NOT BE REINSTATED**. The individual will have to begin the certification process all over again.

Vice President Matthews moved to adopt the revised fee schedule and FCRM standards, as detailed above. Secretary Tuller seconded; motion passed.

Secretary Tuller will draft a letter explaining the above-referenced changes, which will be distributed to the membership. Renewal notices for 2011 will be sent out as soon as the letter of explanation has been disseminated and the website has been updated to reflect the changes.

Outreach Endeavor

Each Board member will compile a contact list for government agencies within his/her own county. School boards will be included in the contact lists. An introductory letter, along with a membership application and the FCRM brochure, will be forwarded to each government agency contact via e-mail. No hard copies will be sent; this year's outreach will be accomplished exclusively by e-mail. Outreach information must not be sent until the FRMA website has been updated to reflect the changes to the fee schedule and the FCRM standards.

Audit Committee

An audit committee will be organized after January 1, 2011.

Mid-Year

FRMA funds were expended for the 2010 Annual Conference, and have been expended numerous times in the past for the enhancement of the FCRM program. In the interest of preserving FRMA assets, the Board will consider cancelling the 2010 Mid-Year Conference. We will confirm whether or not we are already under contract with the Tradewinds for Mid-Year. If so, President Mudd will ask Director Hill to negotiate a work around with the Tradewinds.

Board Notebooks

A notebook requirement will be added to each Board member's list of duties. The notebook is designed to explain the responsibilities and protocol of each office, and will be passed on to each new incumbent.

Retention Schedule

Discussion of the proposed FRMA Record Retention Schedule was tabled until the next Board meeting.

The meeting was adjourned at 3:25pm.

Respectfully submitted,

Sandra Tuller, CP, FCRM
Secretary