

FLORIDA RECORDS MANAGEMENT ASSOCIATION
BOARD MEETING
Thursday, January 20, 2011

Approved Minutes

Orange County Tax Collector's Office
Orlando, FL

The meeting was called to order by Vice President Archie Matthews at 10:00am. Officers attending included Archie Matthews, Vice President, Rita Smith, Treasurer, Lesa Canfield, Director of Education, and Teresa Aguiar, Director of Membership. Tina Hill, Director of Programs, and Nancy McConkey, Director of Administration participated by phone. President Mudd, Secretary Tuller, and Director McCreless were excused.

Minutes of the previous meeting were approved as sent out via email.

Vice President

Vice President Matthews reported that he and Director McConkey had been following up with discussions regarding the proposed FRMA Record Retention Schedule, records procedures and revisions to the Bylaws.

Treasurer

Treasurer Smith reported that there was approximately \$9000.00 in the FRMA account. Approximately \$13,000.00 had been received in dues. The only outstanding bill due is to UCF for \$1750.00
(Copy of financial report attached)

Report adopted as presented.

Discussion of a budget for the conference indicated that since we never have any real advance idea how many will be in attendance, it is difficult to budget. It was agreed to have a survey sent to the members asking if they plan to attend the conference, and for how many days. It will be emphasized that this is not a commitment, just a survey to get a preliminary count. We will work with Liz to see if a simple voting type yes/no reply form can be included in the message. Responses would go to Director Aguiar.

It was agreed that the full breakfast would be cut out in favor of continental breakfast, and the evening cookout would not be held, unless we can find a sponsor. Discussion about having an evening event with appetizers, etc., a sponsor would need to be located for that event also.

Discussion of the size of the FRMA room block at the Tradewinds. It was agreed to ask Director Hill to request the deadline to commit to the room block be extended to January 31st to give time to get survey responses.

Discussion of vendor promotion at the conference included having **Motion passed to leave conference fees for 2011 at the same rate as 2010 and promote that in the survey and any solicitation.**

a different vendor emphasized each day, with 15 minutes given at the beginning of the day for a presentation of their product or service. Directors Hill and McCreless would coordinate this. All directors need to forward contact information of potential vendors to Director McCreless.

Discussion of whether or not to provide CD's of conference presentations as was done last year, or possibly email the presentations to the members after the deadline for refunds had passed. It was recognized that the UCF presentations require printouts. The issue was postponed until the next meeting for action as unfinished business.

Treasurer Smith is checking into the cost of bond insurance for the officers/directors, and will report at the next meeting.

Director of Membership

Director Aguiar reported that membership numbers is currently 165. 154 are renewals, 11 are new members.

Discussion was held regarding sending out a membership reminder to the members. Director Aguiar will draft a letter and send to Liz for distribution. It was agreed to include a reminder of upcoming events with it.

Membership promotion was discussed. A solicitation was sent out a couple of years ago, it was agreed to try another round of solicitation. Email is preferred since there are significant costs involved with doing a postal mailing. Director Aguiar will send an email out with a deadline to be returned.

Assignments to find contact information as follows:

School Boards - Lesa

Property Appraisers and Tax Collectors - Rita

Clerks of Court - Patrick

Supervisors of Election - Archie

Utility Authorities - Nancy

Sheriffs - Tina

County Administrators & County Attorneys - Sandy

Discussion also about possibly offering a new member rate. New members would include former members whose membership had lapsed prior to 1/1/2009.

Motion to approve nomination form for 2011 officer/director election passed.

Director of Administration

Director McConkey led discussion regarding the proposed revisions to the Bylaws. The issue of removing the statement that FRMA records were available for public inspection was discussed, as there had been discussion of this issue within the Legal Committee. The Open Records Statement that is required by some State agencies was brought up. Director Aguiar provided an electronic copy of that document for review. It was agreed that removing the statement would leave the public records issue neutral, somewhat subject to Board action, on a case by case basis. Vice President Matthews had received some comments regarding the Bylaw revisions from President Mudd and Secretary Tuller, he will forward those to Director McConkey. Approval for distribution to the members of the Bylaw revisions will be placed on the agenda as unfinished business for the next meeting.

Director McConkey also led a discussion of the proposed FRMA Records Retention Schedule, FRMA Records Policy, and revisions to the Duties and Responsibilities of the Board Members document. Those items will also be placed on the agenda as unfinished business for the next meeting.

Director McConkey reported that she had been in contact with former Treasurer Debra Dore-Thomas, and had received the records in her possession. Director McConkey proposed wording to be placed in the minutes indicating that the records had been received from Debra. After discussion it was agreed to review possible wording at the next meeting for inclusion in the minutes.

Director McConkey's efforts in this matter are greatly appreciated in that previous efforts to obtain those records had failed. It was discussed that we reimburse Director McConkey for her mileage in retrieving these records.

Director McConkey left the meeting at 10:30.

Director of Conference Programs

Director Hill joined the meeting by phone at 10:30.

Director Hill was updated regarding the discussion of conference issues already held.

The contract with the Tradewinds is in place. Will discuss with them about extending the room block deadline to 1/31. General discussion was held regarding conference speakers, times, budget, and events. It was suggested that Marilyn Crotty from UCF be the speaker at the business luncheon to discuss the FCRM program.

Future conferences were discussed. Mention was made that Kim had forwarded information about the Hilton-Sandestin, where the Clerks have a conference each year. Vice President Matthews commented that while the location and facility were fine, Destin was too far from the center of population and membership in that it is in the far west panhandle area. It was agreed that we would look to the Daytona Beach to Cocoa Beach area for the 2012 conference. Previous venue of Boca Raton was discussed.

Director Hill will coordinate with Director McCreless regarding vendors, and potential sponsorship.

Director of Education

Director Canfield reported that our contract with UCF costs \$1750 per quarter. She will request an FCRM report from them with names, number of hours completed and needed, and expiration dates. This information will go in a letter to promote the conference and keep them up to date on certification.

The Basics of Records Management webinar being promoted by the John Scott Daily IOG at FSU was discussed. It was agreed that if credit was given for this webinar that it could potentially cut our conference numbers. It was felt that these webinars are in direct competition with FRMA, and we cannot allow credit. Discussion with UCF on this will occur, we would be open to possibly co-sponsoring a webinar for FCRM credit, however, there would have to be some financial agreement made. Motion passed to approve no online courses not sponsored by FRMA.

Member Larry Langdon has submitted copies of certificates for courses taken with several agencies, requesting credit towards the FCRM. As we are unable to determine the content of the courses, their validity to the FCRM, and the potential problems that we would open ourselves up to if we allowed these courses for credit. **Motion passed to give credit for the 2010 Basics of Records Management certificate given by the State Archives and Library of Florida, but to deny credit for the non-FRMA approved courses taken.**

Next Meeting

Treasurer Smith stated that we need to schedule another meeting for the immediate future, her office in Orlando is available. It was suggested to have this meeting in February to early March at the latest. The dates of Saturday, February 26th or Saturday, March 12th were proposed. Director Hill stated that she taught college courses on Saturdays, but was free at noon and could be at the meeting by 1:00pm. Vice President Matthews will poll the Board members to determine the best date.

Items to be taken up as unfinished business at the next meeting:

Should we provide CD's at the conference, or email presentations to the members after the deadline for refunds?

Adopt FRMA Records Retention Schedule, FRMA Records Policy, and revisions to the Duties and Responsibilities of the Board Members document.

Approve Amendments to the Bylaws.

Insert wording into the Minutes indicating that former the Treasurer has transferred records held by her to the Director of Administration

Reimburse the Director of Administration for mileage to retrieve financial records from the former Treasurer.

Proposed New Member rate.

Bond Insurance.

The meeting was adjourned at 2:30pm.