

**FLORIDA RECORDS MANAGEMENT ASSOCIATION  
BOARD MEETING**

Saturday, February 26, 2011

Approved Minutes

Orange County Tax Collector's Office, Orlando, FL

The meeting was called to order by President Patrick Mudd at 1:20pm. 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, Teresa Aguiar, Director of Membership, and Tina Hill, Director of Programs, participated by telephone. Maria McCreless, Director of Public Relations, was excused. The purpose of the meeting was to finish outstanding business items and plan for the 2011 Annual Conference.

**2011 Annual Conference**

**UCF**

- Marilyn Crotty will speak at the business luncheon. Her topic is the FCRM program.
- Director Hill is working with Marilyn Crotty to schedule the UCF classes.

**Speakers**

- Steve Lewis will teach the "Advanced" class. His fee is \$500.00 plus expenses. Mr. Lewis will not require a hotel room.
- Vincent Edwards will teach the "Basics" class. The fee is \$300.00 plus expenses. Mr. Edwards will require a hotel room.
- Director Hill will call Pat Gleason; she will contact Barbara Petersen if Ms Gleason is unavailable.
- Treasurer Smith is looking into a disaster recovery session. Director Hill will check with the state to see if they can present a disaster recovery session for us.
- Director Hill will provide a conference update by the end of March.

**Conference Format**

- Check in will be on Monday. Sessions will run all day Tuesday, Wednesday, Thursday, and a half day on Friday.
- President Mudd will announce at the conference that there will be no 2011 Mid Year.
- There will be no cookout this year.
- We will dispense with the full breakfast and serve continental breakfasts only.
- The annual business luncheon will be held on Thursday.
- There will be a general welcome session each morning of the conference. Board members will take turns monitoring sessions.
- Treasurer Smith will get with Director Hill regarding promotional items for the 2011 Annual.

**Vendors**

- Director Hill and Director McCreless will work on securing vendors
- Vendor fees will be \$100.00 per day, or \$250.00 for the entire week. The vendor fee will include a 15 minute speaking opportunity before the group
- Secretary Tuller will forward vendor information from the 2008 Annual to Director McCreless and Director Hill

- Patterson Pope will be contacted regarding potential conference sponsorship.

#### **Future Conferences**

- FRMA will change the Annual Conference location for 2012
- We will look into the possibility of using Helms-Briscoe to assist with securing hotels for future conferences. Helms-Briscoe will make conference reservations at no cost to the organization and will also review hotel contract terms on behalf of the organization.

#### **Old Business**

##### **FCRM**

**Vice President Matthews moved to accept online “Basics” courses, and deem the FCRM “Basics” requirement to be met, provided that the online course is presented in conjunction with any Institute of Government in the State of Florida, provided that the course is taught by the State, and provided that a certificate of completion is presented. President Mudd seconded; motion carried.**

##### **By-law Amendments**

**Director McConkey led discussion about the** following clarifications regarding the proposed By-law Amendments:

- Membership dues paid to FRMA will be forfeited if the member leaves the organization
- The Treasurer will produce quarterly statements, with detailed statements provided annually.
- Verbiage stating that interim amendments may be disseminated via e-mail will remain
- Verbiage stating that other FRMA communications may be disseminated via e-mail or other electronic means will remain

**Vice President Matthews moved to accept the proposed By-law Amendments, with the above-referenced clarifications. President Mudd seconded; motion carried.**

##### **Legal Committee**

- **Director McConkey will** e-mail the Duties and Responsibilities document **to Board members for review.**
- **Director McConkey will e-mail** the FRMA Record Retention Schedule **and Records Procedures to Board members for review.** Tentative date for finalization and approval will be by the end of March.

#### **New Business**

**Treasurer Smith made a motion to approve the minutes from the last Board meeting. Director Hill seconded; motion carried**

#### **Other Business**

FRMA records have been received from former Treasurer Debra Dore-Thomas. The Board extends its thanks to Ms Dore-Thomas for her service.

The meeting was adjourned at 3:00pm.

Respectfully submitted,

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Sandra Tuller, CP, FCRM  
Secretary