



**FLORIDA RECORDS MANAGEMENT ASSOCIATION  
ANNUAL BUSINESS MEETING  
May 24, 2012 – 11:00 AM**

Held at the Annual Conference in Cocoa Beach, Florida, May 22 – 25, 2012.

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## **CALL TO ORDER**

Meeting called to order at 11:08 a.m. by President Matthews. Recognition of Board Members present and those unable to attend, expressing thanks to all for their service to FRMA.

## **ROLL CALL**

Board Members present:

- Archie Matthews, President
- Les Vaughn, Vice President
- Rita Smith, Treasurer
- Dawn Burke, Secretary
- Nancy McConkey, Director of Administration
- Kimberly Ingram, Director of Education
- Jean Griggs, Director of Membership
- Lesa Canfield, Director of Public Relations

Board Members absent:

- Tin Hill, Director of Programs

## **REPORTS**

President Matthews stated that the Association is doing well despite economic hardships, and that membership is good and the conference attendance is good. He invited members to give their comments regarding the conference to Board Members, and expressed that the Board was pleased with the location and services.

Treasurer Smith reported that FRMA funds total approximately \$39,000.00, but conference bills have not been deducted. She asked members to stay abreast of their membership status, and to confirm when it is paid.

Director of Administration McConkey thanked Dave Howell for his presentation about the legislative bills process, and recognized the members of the Legal Committee. She announced that the bill summary for the 2012 legislative session has been placed on the FRMA website under Resource, Reference Material, for member use. She provided a brief review.

Director of Education Ingram addressed the FCRM Program, and stated that the Board would continue working with UCF-IOG to refine the policy and procedures. She reviewed the FCRM requirements, and stated that after the conference she would contact those members who had questions regarding their credit hours. Also, she was recording the required courses at the conference, and they would be posted to the FRMA website for future use by members. The Board will discuss the subject of electronic courses for members to take toward their FCRM certification.

Director of Membership Griggs reported that the Association currently has 206 active members, with 28 new members. Nominations for the 3 offices up for election are still being accepted. Ballots will be emailed to members after the conference, and new officers will be installed at the next Board Meeting in July.

Director of Public Relations Canfield reported that the next newsletter will cover the conference, and will be issued in July. Members were encouraged to submit stories or reports to her for publication in the newsletter. Any members who do not want their pictures published in the newsletter, please let her know. She encouraged members to complete evaluation forms about the conference.

## **UNFINISHED BUSINESS**

No unfinished business was brought up by or before the members.

## **NEW BUSINESS**

No new business was brought up by or before the members.

## **ADJOURNMENT**

**Motion to adjourn the meeting was made and passed by general consent.** Meeting was adjourned at 11:35 AM.

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***SENT TO FRMA BOARD FOR REVIEW:***

Emailed 6/19/2012

***APPROVED BY FRMA BOARD:***

9/21/2012-By General Consent